



# TOWN OF ROCKPORT

# TOWN MEETING VOTERS BOOKLET

APRIL 2, 2016

*This booklet is an aid to Town Meeting voters and incorporates the Warrants, Motions, Finance Committee Report, Planning Board Information on Zoning Articles and other handouts.*

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# TOWN MEETING VOTERS BOOKLET

## Town Meetings

The Town of Rockport has an Open Town Meeting form of government meaning that any registered voter may vote at Town Meeting. Open town meeting has been the basic form of local government in New England for hundreds of years. This is a form of pure democracy where citizens directly administer the affairs of their Town. Registered voters are invited to assemble as citizen-legislators and participate in the future of the Town by enacting By-Laws and voting on matters put before them. All registered voters can vote in town meetings while non-registered visitors may attend, but not vote. Visitors are seated in a separate section to make counting votes easier.

Following is a general overview of key terms, roles, the voting process and general rules of order for Town Meetings.

### TERMS

For those who may be unfamiliar with the special language of Town Meetings and Municipal Finance, the following may be helpful.

- **Abatements:** A reduction or elimination of a levy imposed by a governmental unit, applicable to tax levies, motor vehicle excise, fees, charges and special assessments.
- **Appropriation:** Town Meeting authorization to expend a certain amount of money for a specific purpose.
- **Article:** The topic to be considered and voted at Town Meeting for which a motion is made to enable a vote to be taken on said topic.
- **Assessors' Overlay:** An account established annually to fund anticipated property tax abatements and exemptions in that year. Any surplus at year end, after being certified and released by the Assessors may be appropriated for another purpose.
- **Assessment:** The Board of Assessors' opinion of the value of your property.
- **Available Funds:** These are funds established through previous appropriations or results of favorable conditions. These may be appropriated to meet emergency or unforeseen expenses, large one-time expenses or capital expenditures. This term is also sometimes used as a placeholder on warrant articles before exact amounts are determined for the motions.
- **Betterments:** A special property tax assessed on each parcel receiving benefit from a public improvement such as water, sewer or sidewalks to reimburse the Town for all or part of the costs incurred.
- **Budget:** A financial plan for a given period of time embodying, both, estimates of proposed expenditures and proposed means of financing them. The Town has two budgets: one for operations and one for capital purchases and projects.
- **Capital Budget:** Appropriations for tangible assets or projects that cost at least \$10,000 and have a useful life of at least three years. The Town votes most capital purchases and projects in Article 6 of the Annual Town Meeting.

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- **Chapter 70:** The Chapter of the State law that governs the funding of schools. It is also the common name for the largest part of state funding to schools.
- **Chapter 90:** The Chapter of the State law that governs the funding of roads and highway improvements. It is also the common name for the largest part of state funding to highways.
- **Cherry Sheets:** State aid to the Town so called because they were once printed on cherry red paper. The Cherry Sheet details the estimated state aid to be received by the Town along with the County and State assessments to be paid.
- **Choice:** Also referred to as School Choice. Money that flows into the school district from the state when the system accepts students from outside the district.
- **Debt Exclusion:** This overrides Proposition 2½ and allows a community to assess taxes in excess of its levy limit for the payment of specified debt service costs. See Override.
- **Debt Service:** The principal and interest payments on borrowing. Long term debt is the issuance of municipal bonds to pay for large capital purchases or projects. Short term borrowing costs are interest-only for purchases not yet bonded and for cash flow management.
- **Direct and Indirect Costs:** Direct costs are expenses such as salaries, contracted work, fuel, materials and supplies used in providing a service and running a Town department. Indirect costs are other expenses in the Operating Budget such as health insurance premiums, pension contributions and debt service.
- **Enterprise Fund:** A fund separate from the Town's General Fund established to record all the direct and indirect costs of providing a specific service, allowing the Town to recover the cost of the service through user fees. Rockport has two enterprise funds at present for water and sewer.
- **Excess Levy Capacity:** The difference between a community's maximum tax levy limit and the amount it actually levies in property taxes.
- **Exclusion:** An item that the Town Meeting and voters agree to fund outside the limits of Proposition 2½.
- **Fiscal Year:** The Commonwealth and municipalities operate on a fiscal year which begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The number of the fiscal year is that of the calendar year in which the fiscal year ends.
- **Fixed Costs:** Expenses which involve a mandate or contractual obligation and therefore cannot be cut in the budget process such as long term debt service and state assessments.
- **Free Cash:** Funds remaining from the operations of a previous fiscal year which may be appropriated after they have been certified by the Massachusetts Department of Revenue. These include unspent appropriations and revenue collected in excess of estimates.
- **General Fund:** The town's checking account. The General Fund can be expended only for the items approved by Town Meeting.
- **Hold:** The request to delay consideration of one part of a multi-part article. Any item that a Town Meeting member questions is marked as a hold and will be discussed after the unquestioned items have been voted.
- **Levy:** The property tax levy is the revenue a community can raise through real and personal property taxes.

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- **Levy Limit:** The maximum amount of real estate taxes a community can levy in a given year. The limit can grow each year by 2½% of the prior year's levy limit plus new growth and any overrides.
- **Liability:** A financial obligation of the Town arising from past transactions resulting in money owed, debts or other pecuniary obligations.
- **Local Receipts:** Revenue, other than property tax, raised and collected by the Town such as water and sewer fees, car and boat excise taxes, trash fees, fines and interest.
- **Motion:** The specific statement to be voted within the scope of the article as printed in the Warrant.
- **New Growth:** The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying the value associated with new construction by the tax rate of the previous fiscal year.
- **OPEB:** Stands for Other Post-Employment Benefits, primarily health care premiums, that the Town is responsible for paying for its eligible retired employees.
- **Operating Budget:** The budget for routine, recurring expenses during the fiscal year starting on July 1 through June 30, which includes all labor and expenses. The Operating Budget is Article 5 in the Annual Town Meeting Warrant.
- **Overlay:** The overlay is the amount raised by the Assessors independently of Town Meeting as permitted by law for the purpose of creating a fund to cover property tax abatements and avoid fractions in the tax rate.
- **Override:** A referendum procedure in which a community by popular vote can either increase its levy limit (general override) or collect property taxes in excess of its levy limit to finance specific capital expenditures (debt exclusion or capital outlay exclusion).
- **Pension:** Sometimes referred to as Retirement wherein an employer makes contributions toward a pool of funds set aside for an employee's future income after they retire and are no longer earning a salary or wages.
- **Petition Article:** A petition article is an article brought to Town Meeting for discussion and possible action by a citizen, rather than by a Board or Committee of the Town. Any person or group can bring a petition article on any topic that is relevant to action by Rockport Town government. In the past there have been petition articles dealing with zoning and social justice resolutions.
- **Proposition 2½:** Proposition 2½ is a state law that places a ceiling on the total amount of taxes that a Town can raise and it also limits the percentage by which a town's tax revenues can increase from year to year. It provides towns with annual increases in total tax revenue of 2½% apart from the additional tax revenue that can be raised because of the construction of new homes and additions to buildings known as "New Growth". Proposition 2½ has no relevance as far as tax increases on individual properties are concerned. It relates only to the total amount of taxes raised by a town.
- **Raise and Appropriate:** Town Meeting authorization to expend a certain amount of money for a specific purpose by raising that amount of taxes to pay for the expenditure.

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- **Reserve Fund:** The fund established by the voters at Annual Town Meeting for extraordinary or unforeseen expenditures. Transfers from the Reserve Fund require the approval of the Finance Committee.
- **School Choice:** The Massachusetts school choice law (G.L. Chapter 76, Section 12B) allows parents to send their children to public schools in communities other than the one in which they reside, provided there is room in the receiving school district. Chapter 70 state aid for education is given to the school where the child is enrolled, not the school in the town where he/she lives.
- **Sewer Enterprise:** The sewer enterprise has a separate operating budget which can be found in Article 5B and a separate capital outlay plan which can be found in Article 6B.
- **Stabilization Fund:** A general or special purpose savings account deposited into, or withdrawn from, at Town Meetings with a 2/3 vote.
- **Structural Deficit:** An ongoing budget problem which occurs when annual expenditures exceed annual revenue. Even when budgets are balanced through drawing down reserves and using other non-recurring funding sources, the problem occurs in subsequent years unless expenditures are cut or new revenue is raised.
- **Tax Rate:** The calculated ratio of the total assessed value of properties to be paid as tax, based on the total amount of taxes required to be levied to pay for the obligations and expenses of a municipality in a given year. The specific tax rate is expressed in terms of a unit of the tax base. For example \$11.27 per \$1,000 of assessed valuation of a taxable property.
- **Transfers:** A budgeted item may be funded by decreasing the budget for another department or by moving money from one fund to another such as taking money from the Ambulance Fund and putting it in the General Fund to cover the operating budget for the Ambulance Department. Both types of transfers require a vote of Town Meeting.
- **Warrant:** The agenda for the meeting that lists the topics so called because it gives all registered voters warning of what to expect at the meeting.
- **Water Enterprise:** The water enterprise has a separate operating budget which can be found in Article 5A and a separate capital outlay plan which can be found in Article 6A.

## YOUR TAX BILL

Many citizens ask how they are taxed or charged, not merely what the terms mean. The following describes how real estate taxes and water/sewer rates are derived.

### Your Real Estate Tax Bill

There are several factors that go into the determination of your real estate tax bill:

1. The amount of spending in the operating departments;
2. Plus the retiree pension and health insurance payments;
3. Plus debt service;
4. Less the amount of local revenue; and
5. Less the amount of state aid.

The result is the amount of the real estate tax levy. Under Proposition 2½, this levy is limited to:

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1. Last year's levy limit plus 2½% growth;
2. Plus additions to the levy known "new growth" which is generated when a house is new or significantly renovated causing an increase in assessed values and, thereby, creating an increase in the tax base; and
3. Plus any Proposition 2½% overrides previously approved by the voters.

Once the year's levy is established, the tax rate is determined by dividing the levy by the total assessed value of the Town's taxpayers' real estate. Therefore the change in the tax rate is determined by both the change in the levy and the change in the total assessed valuation. The resulting tax for your property is the product of its assessed value and the tax rate of your property.

## Your Water & Sewer Bill

There are also several factors that go into the determination of your water and sewer bill:

1. The total costs required to operate the water and/or sewer operations which include the treatment plants, the water distribution system, the sewer pump stations and collection systems;
2. Less the amount of enterprise revenues received from other sources such as water and sewer permits and fees for water turnoff services; and
3. The remaining costs are divided by the total estimated amount, in terms of thousands of gallons, of water and/or sewer usage in the Town.

This calculation results in the water and sewer rate at a cost per each thousand of gallons of water and/or

sewer used. For instance, if a year's operating costs are \$2,000,000 less fee revenues of \$100,000 (\$1,900,000) divided by 160 million gallons, the resulting rate would be \$11.87 per thousand gallons.

## ROLES

Any town meeting requires, at a minimum, a Moderator and a Town Clerk. There are a few other key players who provide support to the Moderator, the Town Clerk, and the Voters at the meeting.

- **Board of Selectmen:** A five-member executive board, each elected for a three-year term, they are responsible for setting the time and place of town meetings as well as placing articles on the warrant to be considered and voted upon. This Board acts on the Town's behalf on various matters between Town Meetings as well.
- **Finance Committee:** A nine-member advisory committee appointed by the Board of Selectmen, this committee's primary responsibility is to make recommendations to Town Meeting on all financial matters, including the annual operating budget, capital projects, borrowing, and funding sources. The Finance Committee advises and reports to the voters at Town Meeting.

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- **Moderator:** The presiding officer at all Town Meetings is the Moderator. According to State law, the Moderator's primary responsibility is to "preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes".
- **Planning Board:** State law requires this Board to make plans for the development of the Town and also to provide the Board of Selectmen with a report and recommendations.
- **Town Administrator:** The chief administrative officer of the Town, this person supervises and directs the administration of all departments, boards and offices that are subject to the appointment of the Board of Selectmen.
- **Town Clerk:** Elected for a three-year term, the Town Clerk is responsible for distributing the Warrant, keeping a tally of the votes, and producing the official record of Town Meeting.
- **Town Counsel:** Appointed by the Board of Selectmen, Town Counsel is responsible for providing legal opinions and advises the Moderator as needed.

## VOTING

The voting process begins with a notice or warning made public and available to the registered voters in the form of a Warrant. The Warrant is the agenda for the meeting and consists of a number of Articles, each describing some general subject to be discussed. State law provides that it is to be assembled by the Board of Selectmen and posted by the Constable at least seven days before the Annual Town Meeting and fourteen days before a Special Town Meeting. A copy of the Warrant is also available on the Town's website at [www.rockportma.gov](http://www.rockportma.gov). Those wishing to access this Voter Booklet and documents filed with the Town Clerk on their mobile devices may do so by accessing the school wireless network. Access directions will be provided at the start of the meeting. Items on the Warrant to be considered by the voters at Town Meeting are called Articles and may be proposed by Town boards, committees or by citizen's petition.

An Article on the Warrant is not by itself a self-starting "motion", but only defines the scope of the Main Motions to be addressed, debated, and voted. Votes are never made on Articles, only on specific Motions to take actions based on items described in the Articles. Sometimes a motion will be ruled by the Moderator to be within or outside of the "Four Corners" of the Article which determines how broad a motion can be and the range of what one can say.

There may also be a Motion to Amend which is an example of a Subsidiary Motion because it addresses the Main Motion. Another Subsidiary Motion is to Move the Question. The exact term is to Move the Previous Question and means the speaker has heard enough and wants to stop debating the topic. He or she cannot interrupt a speaker, there must be a second, and if two-thirds of the body agrees, the debate stops immediately and a vote on the motion is taken.

There is another type of motion called Incidental – a civil way to say somebody has a question about the conduct of the meeting such as a person is speaking without the permission of the Moderator or the topic is frivolous. Technically, it is not a motion so there is no need for a second or debate and someone can interrupt the speaker with this action. The Moderator will decide the point without debate.

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Addressing the Meeting is when someone wishes to speak and approaches the microphone on the floor and must wait to be recognized by the Moderator. Speakers then state their names and addresses and say what they have to say on the topic. A speaker may continue, up to the time allowed as long as he or she speaks directly to the Article under discussion. Any comments and questions are to be addressed to the Moderator. Speakers who address anyone else directly are out of order which the Moderator is responsible for keeping.

At times there may be a request to recount the vote after the Moderator declares the results of a voice vote. This will lead to a vote by show of hands or standing to resolve the outcome of the vote.

Each voting Citizen has a responsibility to understand what the Article and its Motion is asking them to approve before voting. The Finance Committee has developed the following checklist to help voters consider money-related as well as other types of requests:

1. **Is it necessary?** Or is it something that is not really needed or perhaps already being provided by a private or public group?
2. **Can we afford it?** Remember, there is no limit to what we would like, but there is a limit to what we can afford.
3. **What will it ultimately cost?** Many proposals are like icebergs – only a small fraction of the total cost is apparent on the surface.
4. **How will it affect basic liberties?** If it imposes unreasonable or illegal restraints on your life or that of others, it should be vigorously opposed.
5. **Is it in the balanced best interest of all?** If it is designed to benefit a small group of special interests while taking advantage of others, work for its defeat.
6. **Is it a “Foot in the Door” proposition?** Compromising a little now may bring an oppressive burden later, either in more regulations or more taxes or a combination of both.
7. **Does it place too much power in the hands of one individual or group?** Once the decisive power is granted to a non-elected public official or a commission as a municipal authority, the private citizen loses effective control.
8. **Is its appeal based on emotional propaganda or facts?** The further a proposition gets away from facts, the more critical one should be.

## RULES OF ORDER

This section is from the Town Moderator who is responsible for maintaining order at town meetings. Rockport’s Town Meetings are conducted in accordance with Massachusetts General Laws and Chapter 2 of our Code of By-Laws.

A few points of parliamentary procedure applicable to town meetings are outlined below:

- The subject of discussion will always be a pending motion, not a warrant article. A warrant article provides notice to the town meeting that a subject matter may be considered. It is not a proposal for action. A motion is a proposal for action by the town meeting and every motion must be within the scope of an article in the warrant.

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- With respect to each warrant article, the Moderator will first recognize a proponent to offer a motion and, after the motion is seconded, to state the reasons for that motion.
- Next the Moderator will recognize a member of an advisory committee to state the committee's recommendation and its reasons for that recommendation. Rockport has town advisory committees:
  1. The Finance Committee is primarily concerned with warrant articles which involve expenditure of Town funds.
  2. The Town Government and By-law Committee makes recommendations on warrant articles which involve changes in the Code of By-laws or in the Town's charter.
- If you wish to speak, first you must get the attention of the Moderator. Raising your hand should do it and holding the Voter Card that is provided to you at the beginning of the meeting in your hand makes it more noticeable. If raising your hand does not work, try standing and/or call out "Mr. Moderator".
- When you have been recognized by the Moderator, either wait for a portable microphone to come to you (perhaps by standing you will be easier to find) or go to any floor microphone.
- After you have a microphone, first state your name and address. Remember to address all remarks to the Moderator, not to others in the meeting, and to ask all questions through the Moderator.
- The Moderator gives preference to people who have not yet spoken on an issue before calling on someone for a second or third time. See Code of by-laws c.2, §4.3.
- The Code of By-laws c.2, §4.f establishes time limits for speakers: 10 minutes for the principal proponent of a main motion and 5 minutes for everyone else.
- When the Moderator senses that the meeting is ready to vote, he will state the question. That is a warning that debate is ending as well as a reminder of the motion on which the meeting will be voting. If you have doubt about the exact issue or a question about procedure, please ask then. Once the voting has begun, any discussion will be out of order.
- A motion to reconsider requires a two-thirds vote. Also, any person intending to move for reconsideration must give notice of that intent to the Moderator within thirty minutes after the vote reconsideration of which is sought. See Code of by-laws c.2, §4.i.

The following is an excerpt from the Rockport Code of By-laws, Chapter 2. Town Meetings, Section 4. Rules of Procedure

- a. **In General.** The proceedings of Town Meetings shall be governed by the rules of parliamentary procedure contained in Robert's Rules of Order, as the same may be revised from time to time, so far as they may be adapted to Town Meetings, unless another provision is made by statute or by these by-laws.
- b. **Quorum.** For any session, including any adjourned session of a meeting convened on a date specified in Section 2.b, the quorum shall be those persons present. For any other Town Meeting 150 voters shall constitute a quorum, but a lesser number may vote to adjourn.
- c. **Order of Action.**

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(i) Other than the first six (6) articles of the Annual Town Meeting, which shall be acted upon in order of their arrangement in the warrant, the order of action upon articles in the warrant shall be determined by lottery conducted by the Town Clerk in such a manner to insure that, at all times, the meeting knows which article will follow the one on the floor. The Moderator may rule that certain warrant articles are related, in which event all related articles shall come on for action when the first of them is drawn.

(ii) Any person intending to move the adoption of a resolution not under any article shall give notice of any such proposed resolution to the Moderator prior to the opening of the meeting or as soon thereafter as practicable. The Moderator shall then announce to the Town Meeting the substance of the proposed resolution and shall further announce that the proposed resolution shall be considered immediately after all business under the warrant articles has been concluded.

(iii) The meeting may, by four-fifths vote, exempt any warrant article from the lottery and schedule it for action at any time certain or accelerate the time for consideration of any proposed resolution. The meeting may, by majority vote, postpone action under any warrant article to a time certain.

(iv) Each main motion pursuant to an article in the warrant must be phrased so that an affirmative (yes) vote indicates approval of the subject matter of the article and a negative (no) vote indicates disapproval of such subject matter. The use of "to postpone indefinitely" as a main motion is prohibited.

- d. **Participation in Debate.** With respect to each article in the warrant, the Moderator shall first recognize the sponsor to offer a main motion. No person, except a legal voter of the Town, shall be permitted to take part in a Town Meeting except by permission of the Moderator.
- e. **Addressing the Meeting; literature.** No person shall address the meeting unless recognized by the Moderator, nor speak more than once on the same subject to the exclusion of any other person who desires to speak. Nor shall any literature other than copies of the warrant and official reports thereon be distributed in the building within which the meeting is held or within 150 feet thereof, except that literature (clearly identified as to its proponent or source) may, with the prior approval of the Moderator, be left on tables near the entrance for voters to pick up when entering the hall.
- f. **Limitation of Individual Speakers.** Unless granted an extension of time by vote of the meeting, the individual speaking as the principal proponent of a main motion shall not speak for more than ten minutes. Subsequently, any person speaking on any motion shall not speak for more than five minutes unless granted an extension of time by the meeting.
- g. **Division of Questions.** If a motion is susceptible of division, it shall be divided and question put separately upon each part thereof if ten voters so request, or the Moderator, in his discretion, so directs.
- h. **Standing Vote.**

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(i) On matters requiring a majority or two-thirds vote, the vote need not be counted or recorded. However, if the vote declared by the chair is immediately doubted or a division of the house is called for, or if a four-fifths or nine-tenths vote is required by statute and the vote is not unanimous, a standing vote shall be ordered.

(ii) Before a standing vote, the Moderator shall request all persons in the house to be seated and may appoint tellers. The question shall then be distinctly stated, and those voting in the affirmative and negative, respectively, shall rise and stand in their places until they are counted by the Moderator or tellers. No person shall be counted who does not comply with the request to occupy a seat.

(iii) Upon request of twenty voters, the vote on any question shall be taken by written ballot. The request for vote by ballot may be made at any time prior to the vote being taken on any question. The form of the ballot used and the method of issuing, collecting and counting such ballots shall be as determined by the Moderator. It shall be the duty of the Town Clerk to have available at every Town Meeting a sufficient supply of such ballots.

- i. **Reconsideration.** A motion to reconsider a matter previously acted upon shall require an affirmative vote of two-thirds (2/3) of those present and voting. Any person intending to move for reconsideration shall give notice of such intent to the Moderator promptly and in no event, except by unanimous consent, more than thirty (30) minutes after the vote reconsideration of which is sought, regardless of whether or not the meeting is then in session. The Moderator shall, as soon as is practicable, inform the Town Meeting as to when the motion for reconsideration will be presented. All motions for reconsideration shall be presented before any new warrant article is taken up for action at the beginning of the next succeeding session of Town Meeting unless action on all other warrant articles is completed prior to the end of the session during which such notice is given, in which case motions for reconsideration shall be presented immediately after all other business, except for resolutions not under a warrant article, has been concluded.
- j. **Motion to Dissolve Meeting.** No motion the effect of which would be to dissolve the meeting shall be in order until every article in the warrant has come to the floor and there has been a reasonable opportunity for a motion in accordance with Section 4.c(iv) pursuant to every article. This section shall not preclude the postponement of consideration of any article by adjournment of the meeting to a stated time.

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## Report of the Finance Committee

### **BUDGET OVERVIEW**

The proposed total spending for Town operations (Article 5) is \$27,646,996 for FY2017, an increase of 2.4% over FY2016. This figure includes the Town's contribution to the School Department.

The proposed budget for the Water Enterprise Fund is \$1,670,326 and for the Sewer Enterprise Fund it is \$1,839,806 (Articles 5A and 5B), representing increases of only \$4,130 (.25%) and \$12,548 (.7%) respectively from last year. These expenses are covered entirely by water and sewer use fees and therefore are separate from the main operating budget and do not affect the tax rate.

The proposed Capital Spending Items (Articles 6) total \$542,460 for the General Fund, \$250,600 for Water and \$167,100 for the Sewer Enterprise Fund.

In the discussion below we provide an analysis of all the components of departmental expenses, capital outlay, revenue and financial issues in the proposed budget.

### **KEY FINANCIAL DECISIONS FOR VOTERS**

Below are a few key items for voters to understand this year:

1. The DPW is proposing its main garage facility be replaced at an estimated cost of more than \$8 million. If approved by Town Meeting, this proposal will require a Proposition 2 ½ debt exclusion override to temporarily increase the tax rate until the associated borrowing is paid off.
2. Payments for Health Insurance and Pensions for our employees will increase by about \$312,000 or 5.4%. Our advisors tell us that this percent increase will rise significantly over the next several years, and is likely to become a difficult problem.
3. The proposed budget includes an increased appropriation for the School Department of 2.3%, or about \$252,000, in line with the past two years' increases. The School Committee has approved a budget with an increase of 3%. The Finance Committee worked hard to make increases in money available for the schools predictable, and the School Committee has also worked hard to limit increases in spending. The expected result is that the Schools will continue to have the resources to provide an excellent education.
4. To balance the budget, the Finance Committee recommended last year that we use all of the money in the Parking Meter, Ambulance and Waterways Funds to fund the operating budgets for these departments. We are doing the same this year. This

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means that there is no balance available in these funds for capital outlay in these departments.

5. The operating departments worked very hard to minimize their requests for funding for FY17, and in general they did a good job at it. Despite that, we are recommending about \$75,000 less than those requests.

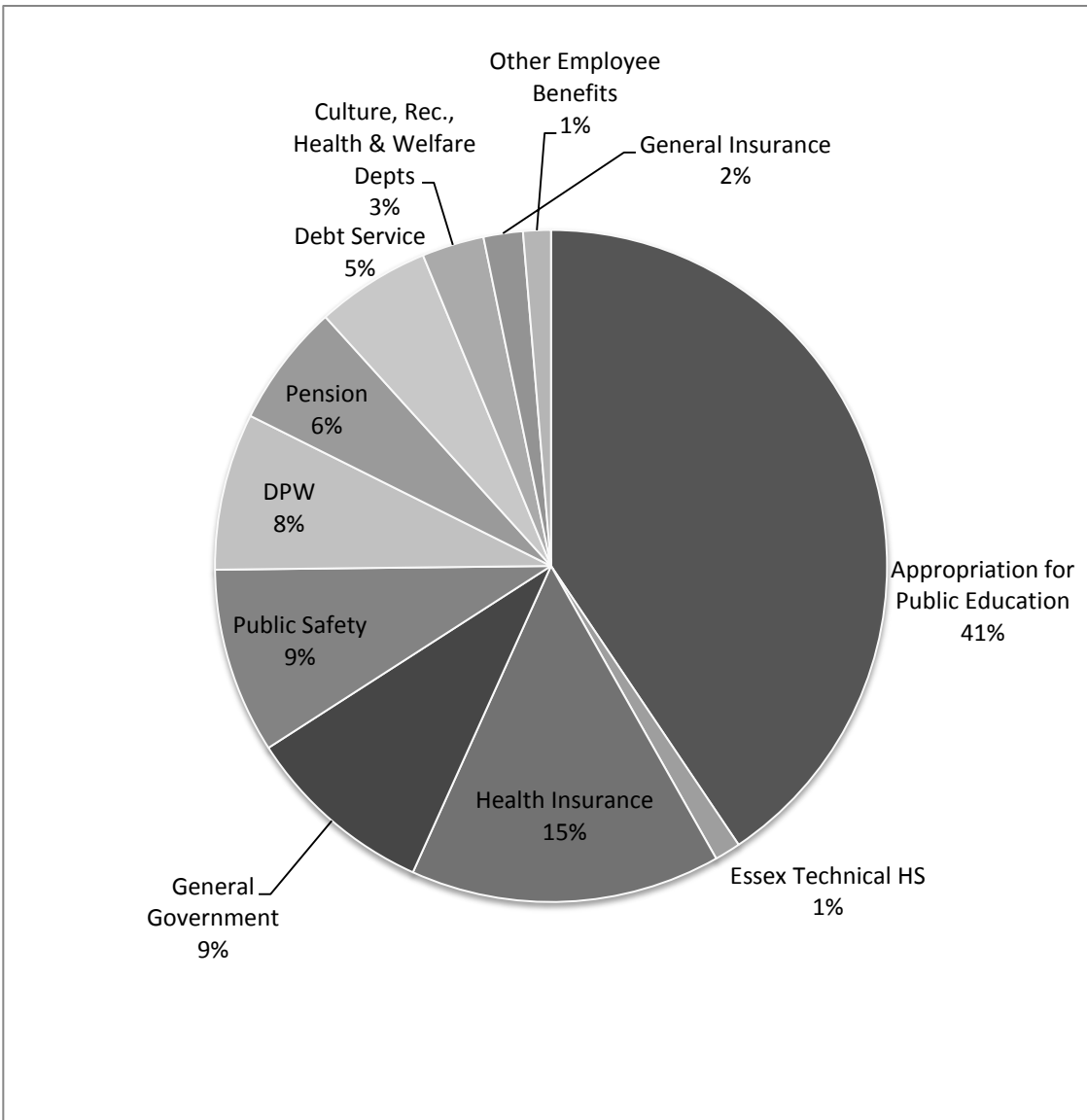
## OPERATING BUDGET – EXPENSE COMPONENTS

The chart below shows total expenses for Schools, DPW, Public Safety, General Government, Culture & Health, and Debt Service. The totals represent the direct spending of the departments before the allocation of employee benefits. In the case of the Schools, the amounts below represent only the Town's contribution. The Schools also receive state and federal grants, School Choice money as well as other monies.

### Total Operating Expenses

	FY15 Actual	FY16 Budget	FY17 Budget
Appropriation for Public Education	\$ 10,727,560	\$ 10,964,411	\$ 11,216,592
Essex Technical HS	\$ 385,750	\$ 315,497	\$ 345,000
Health Insurance	\$ 3,674,553	\$ 3,970,819	\$ 4,125,889
General Government	\$ 2,269,946	\$ 2,388,813	\$ 2,531,364
Public Safety	\$ 2,358,843	\$ 2,508,175	\$ 2,467,439
DPW	\$ 2,360,556	\$ 2,120,292	\$ 2,086,553
Pension	\$ 1,350,185	\$ 1,493,687	\$ 1,635,519
Debt Service	\$ 1,273,432	\$ 1,575,949	\$ 1,518,649
Culture, Rec., Health & Welfare Depts	\$ 763,993	\$ 815,626	\$ 828,092
General Insurance	\$ 467,495	\$ 474,850	\$ 523,200
Other Employee Benefits	\$ 282,252	\$ 373,174	\$ 368,700
<b>Total Budget - Article 5</b>	<b>\$ 25,914,565</b>	<b>\$ 27,001,293</b>	<b>\$ 27,646,996</b>

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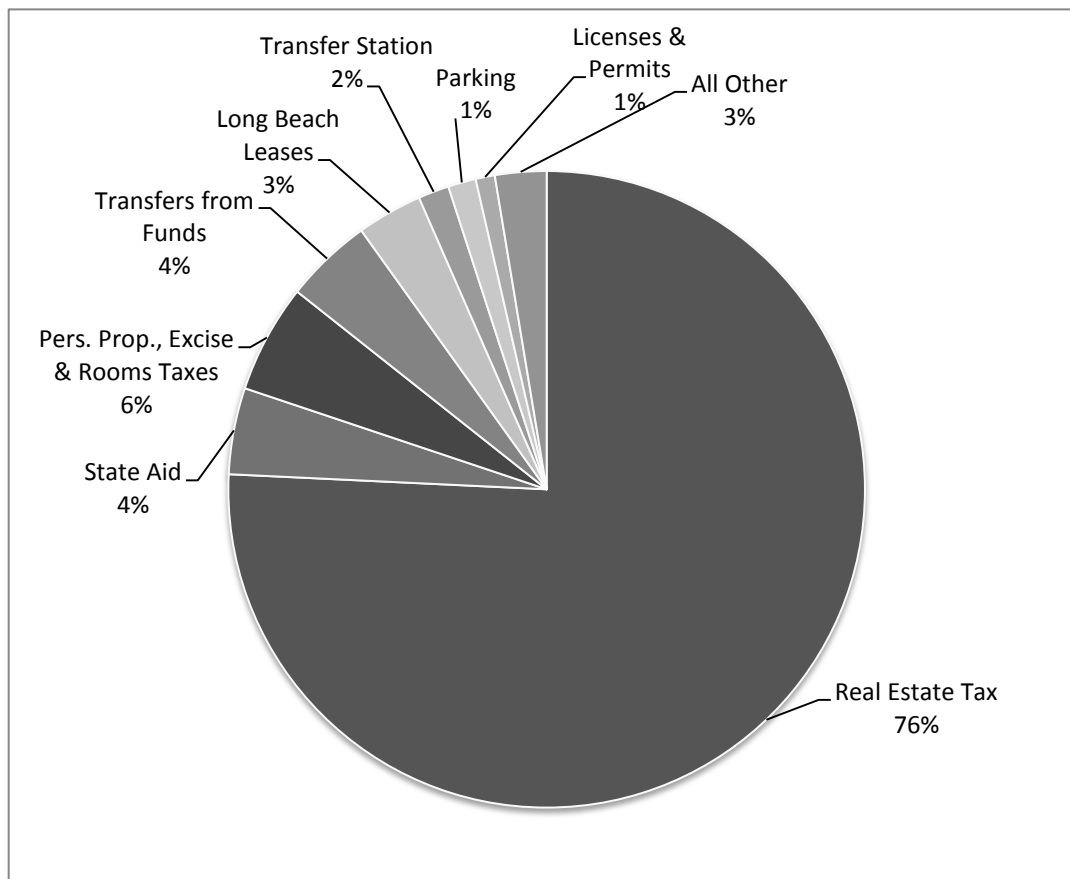
## REVENUE COMPONENTS

The chart below shows the revenue from property tax plus the sources of the 24% of revenues that come from state aid or are generated locally by the Town. It also demonstrates how dependent the Town is on property taxes (76%). State Aid has been based on the Governor's proposed FY2017 budget, released on January 27th. Statewide, the Governor asks for increases in Chapter 70 aid to public K-12 education of **2.4%** and increases in non-education Local Aid of **3.6%**. Final State budgets are not adopted until after our Annual Town Meeting and adjustments to our budget will be made at the Fall Town Meeting.

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## Revenues

	FY15	FY16	FY17
Real Estate Tax	\$ 19,957,214	\$ 20,449,451	\$ 20,944,142
State Aid	\$ 1,126,144	\$ 1,105,969	\$ 1,212,948
Pers. Prop., Excise & Rooms Taxes	\$ 1,409,170	\$ 1,557,500	\$ 1,526,500
Transfers from Funds	\$ 1,310,429	\$ 1,331,548	\$ 1,228,221
Long Beach Leases	\$ 618,379	\$ 765,649	\$ 919,649
Transfer Station	\$ 448,965	\$ 453,610	\$ 433,650
Parking	\$ 461,468	\$ 364,523	\$ 391,406
Licenses & Permits	\$ 231,860	\$ 268,150	\$ 268,800
All Other	\$ 350,937	\$ 704,893	\$ 721,680
Total Non-Tax Revenue & State Aid	\$ 5,957,351	\$ 6,551,842	\$ 6,702,854
Total Revenue	<b>\$ 25,914,565</b>	<b>\$ 27,001,293</b>	<b>\$ 27,646,996</b>



# TOWN MEETING VOTERS BOOKLET

There are several items in the revenue figures above that should be noted:

1. There are three components of the increase in Property Tax revenue. One is the increase in taxes on existing housing stock, which is limited to 2.5%. Secondly, the tax levy may be raised by overrides or debt exclusions. Third, there are taxes based on “New Growth” which is the additional assessed value of new or renovated properties.
2. With respect to the Long Beach Leases, the Town owns the land under the cottages on Long Beach, which are leased to cottage owners under a 10-year lease. Under the current leases rental revenue will increase about \$150,000 per year.
3. Some examples of Fund Transfers & All Other are expense reimbursements from the Enterprise Funds, Ambulance Revenues and Mooring Fees.

## **PUBLIC EDUCATION**

For FY17, the School Committee approved an operating budget of \$13,244,298, representing a 3% increase over FY16. The Finance Committee recommends that \$11,216,592, an increase of 2.3% over FY16, be authorized in Article 5 for the Town’s portion of the School’s budget. It should be noted that the Town pays an additional \$2.8 million in benefits to School employees, which is not included in the budget below. In addition, costs are partially offset by other sources of revenue, including anticipated grants, School Choice, athletic and transportation fees and the use of the School’s reserve accounts. For FY17, it is anticipated that \$254,956 will need to be transferred from the School’s reserve account to help fund the budget. The School Committee expects the balance in the reserve account will be \$825,418 at the end of FY17.

Two years ago members of the Finance Committee and School Committee worked hard to put together a working arrangement that was designed to enable the Schools to assume predictable increases of 2.3% in funding from the Town. This was accompanied by hard work promised by the schools to keep expense growth to 3%. Although no firm commitments were made, this working arrangement is entering its third year, and has provided benefits to both the Schools and the Town. The School Committee has been able to continue to offer excellent offerings to its students, and the Finance Committee has been able to plan Town finances so as to provide these funds.

The population of school-aged children in Rockport has dropped from 1,190 in 2006 to 828 today, while total enrollment in the schools has dropped from 1,042 (953 Rockport) to 958 (721 Rockport). The School Committee has concluded that lower enrollment would result in cuts to the number and diversity of course offerings, and therefore they encourage

# TOWN MEETING VOTERS BOOKLET

maintaining the number of School Choice students who attend our schools. The Schools receive an average of \$5350 for each of these students.

At present 34% of the School budget is for **Special Education**. The state requires every child to be provided services in compliance with her individual education plan, but the state reimburses the Town for only a fraction of the costs. In 2014, the Town created a \$200,000 stabilization fund to absorb some of the impact of sudden increases in SPED costs. That reserve is expected to be drawn down to \$81,650 at this year's Special Town Meeting. In addition, the SPED budget will grow nearly 6% in FY17, which made the School Committee's job of limiting total spending growth to 3% that much harder.

It is important to note that if the Town's contribution to public education is limited to a 2.3% annual increase, and the School's total operating budget grows by 3%, there would be an ongoing deficit requiring the sustained use of the Schools' reserves to balance the budget. The reserves, however, are expected to be depleted over the next two or three years. If this continues, sometime in the next two or three years the Schools will need either to request a Proposition 2 ½ override or to reduce spending growth.

The chart below presents the major components of the School's operating budget as compared to FY16.

## Rockport Public Education

Department	FY16 Budget	FY17 Budget	Increase (Decrease)	
			Amount	Percent
Administration	\$ 726,602	\$ 783,785	\$ 57,183	7.9%
Elementary	\$ 2,529,929	\$ 2,637,960	\$ 108,031	4.3%
Middle School	\$ 1,834,165	\$ 1,815,838	\$ (18,327)	-1.0%
High School	\$ 2,315,985	\$ 2,342,157	\$ 26,172	1.1%
Special Education	\$ 4,230,857	\$ 4,468,633	\$ 237,776	5.6%
Athletics	\$ 218,179	\$ 228,309	\$ 10,130	4.6%
Operations & Maintenance	\$ 518,930	\$ 535,773	\$ 16,843	3.2%
Fuel & Power	\$ 384,313	\$ 331,037	\$ (53,276)	-13.9%
Transportation	\$ 99,645	\$ 100,806	\$ 1,161	1.2%
<b>Total School Budget</b>	<b>\$ 12,858,605</b>	<b>\$ 13,244,298</b>	<b>\$ 385,693</b>	<b>3.0%</b>
Less: Fees, Grants, School Choice and Use of Reserves	\$ (1,894,194)	\$ (2,027,706)	\$ (133,512)	7.0%
<b>Town Contribution to Public Education</b>	<b>\$ 10,964,411</b>	<b>\$ 11,216,592</b>	<b>\$ 252,181</b>	<b>2.3%</b>

# TOWN MEETING VOTERS BOOKLET

## EMPLOYEE BENEFITS

The largest component of employee benefits is the fast-growing cost of providing **health benefits** to current and retired employees. Health benefits and pensions together consume most of the Town's revenue growth each year. Our advisors tell us that, unless we make large changes, health insurance expense will grow at a rate of 5% to 8% on average over the next ten years. The Town is now taking the first step to change its health insurance plans to a more economical program. A reduction in health insurance would also reduce the Town's future liability for Other Post-Employment Benefits. (See **OPEB** below)

With respect to pensions, we are part of the **Essex Regional Retirement System (ERRS)** which includes 19 towns and several dozen regional schools and authorities. Its auditors have determined that the system is underfunded by over \$340 million of which Rockport's share is 5.45% or \$18.5 million. We expect that our payments will be increasing at about a 10% compounded rate over the next twenty years to fund future payments to retired employees. Pension benefits are important for Rockport's employees because municipal employees are not eligible to be part of the Social Security System, and will receive no payments from it. Rockport does not have control over the funding level or the investment policy of the ERRS.

According to our advisors, the combined increases of health insurance and pensions will result in these benefits rising from 29.5% of tax revenue to between 40% and 47% of tax revenue in ten years. This is clearly not sustainable, so difficult changes to benefits will become necessary very soon.

In addition to retirement benefits, the Town provides **Other Post-Employment Benefits (OPEB)** to its retirees, primarily health insurance. The Town pays for health insurance for retirees on a pay-as-you-go basis; the cost is included in health insurance expense in the operating budget. Municipalities are now required to perform periodic actuarial estimates of their OPEB obligations and to report this information in their annual financial statements. The Town's most recent report shows an OPEB liability of \$36.5 million. Several years ago the Town set up a reserve account, the OPEB Trust, to begin funding this liability, but to date the balance in the trust is only \$232,000. Given the challenges the Town has faced recently to balance the budget, it has been difficult to sustain funding of the OPEB Trust. Although there is no requirement at this time to fund the entire liability, it remains an issue that the Finance Committee will continue to monitor and address over the next year. Controlling the growth of health insurance costs is one way to reduce the OPEB liability.

## ENTERPRISE FUND HIGHLIGHTS

The Water & Sewer Enterprise Funds each operate separately from the Town's operating budget. These expenses are covered by water and sewer rates billed to the users, and thus

# TOWN MEETING VOTERS BOOKLET

do not affect the tax rate. The increases for FY17 are only 1% which should not impact the rates significantly.

	<u>FY2016</u>	<u>FY2017</u>
Water Enterprise	1,666,195	1,670,327
Sewer Enterprise	1,827,257	1,839,806

## **CAPITAL OUTLAY EXPENDITURES (ARTICLE 6, 6A AND 6B)**

The Capital Improvement Planning Committee (CIPC) receives requests for capital items from the operating departments and the enterprise funds. It meets with each department and then prioritizes the requests before making a recommendation to the Board of Selectmen and the Finance Committee. Once the Finance Committee decides what funds are available, it presents these articles to Town Meeting. This year the CIPC received \$3.3 million in requests (not counting Article K) which it reduced to \$542,460 in recommended spending from the General Fund. All the requested Water and Sewer projects were able to be funded without raising these utility rates.

Looking ahead, there are a number of large projects that will need to be addressed. These include long-deferred repairs to buildings and heating systems, heavy equipment for the DPW, roadway upgrades and waterfront projects such as dredging and seawall repair.

**Debt Service** (principal and interest payments on all the bonds issued by the Town for capital projects) will decrease in the FY17 budget by \$57,300. However, in FY18 the Town will begin to repay principal for the Pigeon Cove Seawall repairs. At this time we do not have a confirmed figure for the percent of the \$3.9 million project which will be reimbursed by FEMA because the work was necessitated by storm damage. This is one of the major uncertainties in budgeting which has caused the CIPC and Finance Committee to recommend approving no new debt this year. Only two projects will be funded by borrowing - \$154,000 for a street sanding unit and \$68,000 in the Water Enterprise Fund for a shared dump truck shared with the Sewer Enterprise Fund.

**Article K** is for a new DPW garage and maintenance facility at a cost of \$8.8 million. The existing facility, which was built in 1958, is inadequate in size, safety features and technical efficiency. This is the most urgent building project before the Town. A project of this size would require borrowing with a debt exclusion to raise revenue above the Proposition 2 ½ limit. If this is approved at Town Meeting, a ballot measure would be placed on the May election for consideration by all voters.

# TOWN MEETING VOTERS BOOKLET

## **STABILIZATION FUNDS**

The town has four funds to help it cope with future uncertain needs. The Finance Committee is recommending putting \$100,000 into the OPEB and \$100,000 into the Capital Reserve funds.

As of February 1, 2016 the balances are:

1. Stabilization Fund - \$1,393,265. Goal 5% of General Fund operating budget or \$1,382,345.
2. Capital Reserve Stabilization Fund - \$175,424. Goal \$500,000
3. OPEB Reserve \$232,423. Goal not yet set.
4. SPED Stabilization Fund - \$215,344. Goal \$750,000.

## **FREE CASH**

Free Cash is the balance left over at year end, from Operating Budget appropriations which were not fully spent, from capital projects which have been closed out, and from revenue collected in excess of the budget. Because this amount varies greatly from year to year, the Finance Committee supports using it for one-time capital expenditures, for one-time emergency payments and for building up our reserves rather than for funding on-going operating expenses. By using Free Cash for capital outlay, the Town is able to limit additional borrowing.

The Town has \$861,905 available Free Cash in the General Fund. The Finance Committee recommends using \$294,460 to finance Article 6 Capital Outlay items, \$60,000 to fund computer equipment under our five-year plan, \$100,000 to fund the Capital Outlay Reserve, \$100,000 to fund the OPEB Reserve, \$54,305 to cover the remaining excess Snow & Ice costs for FY2015 and \$45,100 to support Special Articles in the 2016 ATM Warrants. The Special Town Meeting will be asked to put \$200,000 aside for unforeseen expenses this year.

The Finance Committee recommends using \$182,600 in the Water Enterprise Fund for capital outlay (Article 6A) and \$167,100 in the Sewer Enterprise Fund (Article 6B).

## **YOUR REAL ESTATE TAX BILL**

There are several factors that go into the determination of your real estate tax bill:

1. The amount of spending in the operating departments;
2. Plus the retiree pension and health insurance payments;
3. Plus debt service;
4. Less the amount of local revenue (other than real estate tax);
5. Less the amount of state aid.

The result is the amount of the real estate tax levy for the Town. Under Proposition 2½, this levy is limited to:

# TOWN MEETING VOTERS BOOKLET

1. Last year's levy limit plus 2½% growth;
2. Plus additions to the levy known "new growth" which are generated when a house is new or significantly renovated causing an increase in assessed value and, thereby, creating an increase in the tax base;
3. Plus any Proposition 2½% overrides previously approved by the voters.

Once the year's levy is established, the tax rate is determined by dividing the levy by the total assessed value of the Town's taxpayers' real estate. Therefore the change in the tax rate is determined by both the change in the levy and the change in the total assessed valuation. The resulting tax for your property is the product of its assessed value and the tax rate. In any year, the change your property's assessment may differ from that of the average property in town. If so, the percent change in your tax bill will differ from that of the average property in town.

For FY16, the total assessed value of Rockport's real estate was \$1,829,077,180. To raise the \$20,577,000 that was billed this year, the rate of \$11.25 per thousand was required. Therefore, a house assessed at \$500,000 would pay \$5,625.

By state statute and Town By-Law, the Finance Committee works directly for you the voters. We are charged with providing you with the best possible information so that you can make informed decisions. We hope you find it so. The Finance Committee wishes to thank all the Town of Rockport's staff and volunteers for their diligence and patience throughout this year's budget process. Their dedication to the citizens of Rockport in maintaining and improving services is truly appreciated.

We also wish to thank all those who contributed directly to the preparation of this document.

*Laurene Wessel, Chair*

*William Wagner, Vice Chair*

*Ian Crown*

*Beth Dailey*

*Wally Hess*

*Michael Hughes*

*Roger Levine*

*June Michaels*

*Melissa Tingley*

# TOWN MEETING VOTERS BOOKLET

## Special Town Meeting – April 2, 2016

### SPECIAL TOWN MEETING WARRANT

#### TOWN of ROCKPORT

#### WARRANT for

#### SPECIAL TOWN MEETING

Saturday, April 2, 2016

The Commonwealth of Massachusetts

To: One of the Constables of the Town of Rockport, Massachusetts in said County of Essex in the Commonwealth of Massachusetts.

GREETINGS: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet and assemble at the Rockport High School at 24 Jerden's Lane in said Rockport on Saturday, the second day of April, 2016 A.D., at 9:00 o'clock in the morning, then and there to act on the following articles, to wit:

ARTICLE A. To see if the Town will vote to appropriate by transfer from available fund sums of money to be expended by various Town Departments to balance the FY16 budget; or act on anything relative thereto.

ARTICLE B. To see if the Town will vote to appropriate by transfer from available funds a sum of money to pay unpaid bills and payroll of previous years; or act on anything relative thereto. *(Town Accountant) (requires 9/10 vote)*

ARTICLE C. To see if the Town will vote to appropriate by transfer from the Civilian Dispatcher Salary account the sum of \$2,360.41, of which the sum of \$1,320.41 shall be allocated to the Grant Training account and the sum of \$1,040 shall be allocated to the Police Grant account, for the purpose of correcting two grant reimbursement errors; or act on anything relative thereto. *(Town Accountant)*

ARTICLE D. To see if the Town will vote to appropriate by transfer the sum of \$12,000 from the Fuel Monitoring Equipment account to the Pilings Replacement account for the purpose of replacing pilings; or act on anything relative thereto. *(Harbormasters)*

ARTICLE E. To see if the Town will vote to appropriate by transfer the sum of \$7,824.88 from the Fuel Monitoring Equipment account, the sum of \$1,198.12 from the Sediment Transport Study account, the sum of \$602.36 from the Tax Possessed Land Purchase of Services account, and the unexpended sum of \$2,374.64 which was initially borrowed to finance a Fuel Dispensing and Monitoring project that is now complete, and for which no further liability remains, to a School Greenhouse Project account to pay partial costs of a School Greenhouse project; or act on anything relative thereto. *(School Department)*

# TOWN MEETING VOTERS BOOKLET

- ARTICLE F. To see if the Town will vote to appropriate by transfer the sum of \$8,000 from the Library Building Repairs account, the sum of \$1,921 from the Solar Speed Signs account, and the sum of \$79 from the Tax Possessed Land Purchase of Services account, totaling \$10,000 to a Highway Drainpipe and Accessories account for the purpose of paying for drainpipe repairs and replacements; or act on anything relative thereto. *(Department of Public Works)*
- ARTICLE G. To see if the Town will vote to appropriate by transfer the sum of \$45,875.70 from the Oil Furnace/Tank Replacement account to the Bio Filter Wood Chip Replacement account to pay for bio wood chips for the Wastewater filtration process; or act on anything relative thereto. *(Town Accountant)*
- ARTICLE H. To see if the Town will vote to appropriate by transfer the sum of \$200,000 from Free Cash to the Finance Committee Reserve Fund for the purpose of providing funds for extraordinary or unforeseen expenditures, if needed, including but not limited to unexpected shortfalls in projected revenues or unexpected increases in snow and ice expenditures; or act on anything relative thereto. *(Town Accountant)*
- ARTICLE I To see if the Town will vote to appropriate by transfer from the Community Preservation Fund Undesignated account the sum of \$350,000 to a Millbrook Meadow Pond Dredging project account to be expended under the oversight of the Department of Public Works and the Community Preservation Committee, for the preservation, and/or rehabilitation of Millbrook Pond and Frog Pond at Millbrook Meadow, specifically, for dredging and all incidental and related costs; or act on anything relative thereto. *(Community Preservation Committee)*
- ARTICLE J To see if the Town will vote to appropriate by transfer the sum of \$50,000 from the Inflow and Infiltration Reserve account to an Inflow and Infiltration Storm Water Elimination Project account to pay for work to eliminate storm water inflow and infiltration into the Town's Sanitary Sewer System; or act on anything relative thereto. *(Department of Public Works)*
- ARTICLE K To see if the Town will vote to rescind debt authorization in the amount of \$150,000 from the Back Beach Revetment Repairs Project, as authorized by vote under Article O of the September 14, 2015 Fall Town Meeting and to appropriate by transfer the unexpended sum of \$101,960.23 from the Granite Pier Repairs Project account which was initially borrowed to finance a Granite Pier Repairs project that is now complete, and for which no further liability remains, to the Back Beach Revetment Repairs Project account to pay for repairs to the Back Beach Revetment; or act on anything relative thereto. *(Town Treasurer)*
- ARTICLE L To see if the Town will vote to appropriate by transfer from the SPED Stabilization fund a sum of money to the Private Tuitions account to pay for Special Education obligations; or act on anything relative thereto. *(School Department) (requires 2/3 vote)*
- ARTICLE M. To see if the Town will vote to adopt Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the "Stretch Energy Code", including amendments or

# TOWN MEETING VOTERS BOOKLET

modifications thereto, regulating the design and construction of buildings for the effective use of energy a copy of which is on file with the Town Clerk; or act on anything relative thereto. *(Green Community Task Force)*

And you are directed to serve this Warrant by posting attested copies of the same at each of the Post Offices, and in other public places in each village of the Town, fourteen days at least before the day of the holding of said SPECIAL TOWN MEETING.

Hereof fail not and make due return of this Warrant, with your doings thereon, to the Town Clerk, three days at least before Saturday, April 2, 2016.

Given under our hands and seal of the Town this 22<sup>nd</sup> day of March 2016, A.D.

BOARD OF SELECTMEN  
TOWN OF ROCKPORT

*Erin M. Battistelli*, Chairperson

*Paul F. Murphy*, Vice Chair

*Eliza N. Lucas*

*Wilhelmina Sheedy Moores*

*Sarah J. Wilkinson*

# TOWN MEETING VOTERS BOOKLET

## STM ARTICLES, MOTIONS, SUMMARIES & RECOMMENDATIONS

### ARTICLE A

**To see if the Town will vote to appropriate by transfer from available funds sums of money to be expended by various Town Departments to balance or supplement the FY16 budget; or act on anything relative thereto.**

### MOTION

I move that the Town appropriate by transfer the sums of money to be expended by various Town Departments to balance or supplement the FY16 budget as are set forth on page 24 of the April 2, 2016 Town Meeting Voters Booklet.

Amount	From	To
\$ 5,828.35	Public Property Permanent Full Time	Pub Prop Other Purchase Services
\$ 3,843.50	Cemetery Permanent Full Time	Pub Prop Other Purchase Services
\$ 3,188.04	Highway Permanent Full Time	Highway Other Purchase Services
\$ 6,592.18	Solid Waste Permanent Full Time	Solid Waste Other Purchase Svcs
\$45,761.72	Accounting Purchase of Services	Town Accountant Salary
\$13,076.46	Accounting Purchase of Services	Accounting Supt Specialist Wages
\$ 982.37	Tax Possessed Land Purchase of Services	Accounting Supt Specialist Wages

### SUMMARY EXPLANATION

This is in part a simple administrative action that requests Town Meeting to approval the transfer of money between Town departments that will balance the operating budget by moving funds from accounts that don't need them to accounts that do. In addition, there are some accounts in the budget that require supplementation and transfers from other funds outside of Article 5.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article A.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE B

**To see if the Town will vote to appropriate by transfer from available funds a sum of money to pay unpaid bills and payroll of previous years; or act on anything relative thereto.** *(Town Accountant) (requires 9/10 vote)*

### MOTION

I move that the Town appropriate by transfer the sums of money to be expended by various Town Departments to pay bills from previous fiscal years as set forth on page 25 of the April 2, 2016 Town Meeting Voters Booklet.

Amount	From	To
\$ 396.00	CPA Administrative Expenses	CPC Mtg Supt Clerk Wages
\$ 129.25	Economic Development Expenses	Warner Communications
\$ 61.23	Granite Pier Committee Other Charges	Ace Smith Hardware
\$ 14.14	Ambulance Medical Expenses	Moore Medical
\$ 4,898.60	IS&T Operating Expenses	Ricoh
\$ 60.00	Accounting Office Supplies	Accela
\$ 2,199.98	IS&T Capital Computers	Dell
\$ .53	Council on Aging Telephone	Verizon
\$ 54,305.00	Free Cash	Snow & Ice Deficit (FY15)

### SUMMARY EXPLANATION

This article requests Town Meeting to approve paying several bills that were received after the close of the fiscal year. It also includes the request to pay the remaining balance of Snow and Ice expenses incurred during the blizzard of 2015.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article B.

## ARTICLE C

**To see if the Town will vote to appropriate by transfer from the Civilian Dispatcher Salary account the sum of \$2,360.41, of which the sum of \$1,320.41 shall be allocated to the Grant Training account and the sum of \$1,040 shall be allocated to**

# TOWN MEETING VOTERS BOOKLET

**the Police Grant account, for the purpose of correcting two grant reimbursement errors; or act on anything relative thereto. *(Town Accountant)***

## MOTION

I move that the Town appropriate by transfer from the Civilian Dispatcher Salary account the sum of \$2,360.41, of which the sum of \$1,320.41 shall be allocated to the Grant Training account and the sum of \$1,040 shall be allocated to the Police Grant account, for the purpose of correcting two grant reimbursement errors.

## SUMMARY EXPLANATION

This article asks Town Meeting to transfer funds from the Police Department operating budget to two 2013 police grant accounts that have carried deficit balances as a result of a misunderstanding of police department personnel that believed those amounts would be reimbursed by the Grantor.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article C.

## ARTICLE D

**To see if the Town will vote to appropriate by transfer the sum of \$12,000 from the Fuel Monitoring Equipment account to the Pilings Replacement account for the purpose of replacing pilings; or act on anything relative thereto. *(Harbormasters)***

## MOTION

I move that the Town appropriate by transfer the sum of \$12,000 from the Fuel Monitoring Equipment account to the Pilings Replacement account for the purpose of replacing pilings.

## SUMMARY EXPLANATION

This article asks Town Meeting to transfer left over funds in the Fuel Monitoring Equipment account to a Pilings replacement account.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article D.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE E

**To see if the Town will vote to appropriate by transfer the sum of \$7,824.88 from the Fuel Monitoring Equipment account, the sum of \$1,198.12 from the Sediment Transport Study account, the sum of \$602.36 from the Tax Possessed Land Purchase of Services account, and the unexpended sum of \$2,374.64 which was initially borrowed to finance a Fuel Dispensing and Monitoring project that is now complete, and for which no further liability remains, to a School Greenhouse Project account to pay partial costs of a School Greenhouse project; or act on anything relative thereto. *(School Department)***

## MOTION

I move that the Town appropriate by transfer the sum of \$7,824.88 from the Fuel Monitoring Equipment account, the sum of \$1,198.12 from the Sediment Transport Study account, the sum of \$602.36 from the Tax Possessed Land Purchase of Services account, and the unexpended sum of \$2,374.64 which was initially borrowed to finance a Fuel Dispensing and Monitoring project that is now complete, and for which no further liability remains, to a School Greenhouse Project account to pay partial costs of a School Greenhouse project.

## SUMMARY EXPLANATION

This article asks Town Meeting to transfer unused funds from three different accounts to contribute to the School's Greenhouse project.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article E.

The following is a report from the Superintendent of Schools:

To the Citizens of the Town of Rockport,

We are now in the process of completing our fundraising efforts to construct a greenhouse between the two Rockport school buildings attached to the rear of the old Pathways facility that we were able to purchase last summer. The idea for this project has been a major goal of ours for many years.

The greenhouse will form the centerpiece of a new Health, Wellness and Sustainability Center for the schools and will provide environmental and healthy living education to all of our students K-12, provide fresh produce for our food

# TOWN MEETING VOTERS BOOKLET

service program, the local food pantry and also offer extension programs to the greater Rockport community through the provision for a student-run farmer's market and various exercise and other wellness programs. The plan includes the use of aquaponic technology and the addition of solar panels and possibly even a small wind generator to teach energy conservation to our students and to ultimately reduce the environmental footprint of the facility as much as possible.

The total cost of the greenhouse kit is between \$50,000-\$60,000 and we have already raised the amount needed to make that purchase a reality with generous contributions coming from the Educational Foundation of Rockport, the Rockport Parent Teachers Organization, the Institute for Savings in Rockport, Cape Ann Savings Bank, the Rockport Community Schools fund, The Rockport Garden Club, The Rockport Rotary Club, the Town of Rockport's Capital Improvement Planning Committee (which is the \$12,000 requesting your vote in Article E), and several major private donations from a number of Rockport residents.

Our vision, hope and dream would be to get the greenhouse kit here on site sometime late this spring and then to have an old fashioned community "barn raising" event to put the kit together with the goal to have the facility up and running for kids and classes and providing services to the greater Rockport community with the start of the next school year in the fall.

*Rob Liebow, Superintendent of Schools*

## ARTICLE F

**To see if the Town will vote to appropriate by transfer the sum of \$8,000 from the Library Building Repairs account, the sum of \$1,921 from the Solar Speed Signs account, and the sum of \$79 from the Tax Possessed Land Purchase of Services account, totaling \$10,000 to a Highway Drainpipe and Accessories account for the purpose of paying for drainpipe repairs and replacements; or act on anything relative thereto. (Department of Public Works)**

## MOTION

I move that the Town appropriate by transfer the sum of \$8,000 from the Library Building Repairs account, the sum of \$1,921 from the Solar Speed Signs account, and the sum of \$79 from the Tax Possessed Land Purchase of Services account, totaling \$10,000, to a Highway Drainpipe and Accessories account for the purpose of paying for drainpipe repairs and replacements.

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article asks Town Meeting to allow the unexpended funds from the three accounts to be applied to a Highway Drainpipe and Accessories account.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article F.

## ARTICLE G

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**To see if the Town will vote to appropriate by transfer the sum of \$45,875.70 from the Oil Furnace/Tank Replacement account to the Bio Filter Wood Chip Replacement account to pay for bio wood chips for the Wastewater filtration process; or act on anything relative thereto. (Town Accountant)**

## MOTION

I move to that the Town appropriate by transfer the sum of \$45,875.70 from the Oil Furnace/Tank Replacement account to the Bio Filter Wood Chip Replacement account to pay for bio wood chips for the Wastewater filtration process.

## SUMMARY EXPLANATION

This article asks Town Meeting to allow the funds appropriated for Oil Furnace and Tank replacements to be used for bio wood chips for the wastewater filtration process.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article G.

## ARTICLE H

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**To see if the Town will vote to appropriate by transfer the sum of \$200,000 from Free Cash to the Finance Committee Reserve Fund for the purpose of providing funds for extraordinary or unforeseen expenditures, if needed, including but not limited to unexpected shortfalls in projected revenues or unexpected increases in snow and ice expenditures; or act on anything relative thereto. (Town Accountant)**

## MOTION

I move that the Town appropriate by transfer the sum of \$200,000 from Free Cash to the Finance Committee Reserve Fund for the purpose of providing funds for extraordinary or unforeseen expenditures, if needed, including but not limited to unexpected shortfalls in projected revenues or unexpected increases in snow and ice expenditures.

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article asks Town Meeting to retain \$200,000 of free cash in case it is needed to offset any shortfalls in anticipated revenues or unexpected increase in expenditures.

## RECOMMENDATIONS

The Board of Selectmen, Finance Committee, and the Capital Improvement Planning Committee recommend approval of Article H.

## ARTICLE I

**To see if the Town will vote to appropriate by transfer from the Community Preservation Fund Undesignated account the sum of \$350,000 to a Millbrook Meadow Pond Dredging project account to be expended under the oversight of the Department of Public Works and the Community Preservation Committee, for the preservation, and/or rehabilitation of Millbrook Pond and Frog Pond at Millbrook Meadow, specifically, for dredging and all incidental and related costs; or act on anything relative thereto. *(Community Preservation Committee)***

## MOTION

I move that the Town appropriate by transfer from the Community Preservation Fund Undesignated account the sum of \$350,000 to a Millbrook Meadow Pond Dredging project account to be expended under the oversight of the Department of Public Works and the Community Preservation Committee, for the preservation and/or rehabilitation of Millbrook Pond and Frog Pond at Millbrook Meadow, specifically, for dredging and all incidental and related costs.

## SUMMARY EXPLANATION

This article requests Town Meeting to allow the transfer of \$350,000 from the Community Preservation Fund for dredging the two ponds at Millbrook Meadow.

## RECOMMENDATIONS

The Community Preservation Committee, Board of Selectmen, and Finance Committee recommend approval of Article I.

The following is a report from the DPW Director:

# TOWN MEETING VOTERS BOOKLET

The DPW Commissioners decided that the most urgent part of the restoration of the Millbrook Meadow is the dredging of the two ponds on the property. The Mill Pond and Frog Pond are filling in with cattails at an increasingly rapid rate, and if dredging is not done soon, the ponds will revert to wetlands, and permits to do the work will become more difficult to obtain and the cost to perform the dredging more expensive. It is expected that the dredging will result in the removal of approximately 5,000 square feet of cattails and a sizable quantity of pond bottom sediments.



## ARTICLE J

**To see if the Town will vote to appropriate by transfer the sum of \$50,000 from the Inflow and Infiltration Reserve account to an Inflow and Infiltration Storm Water Elimination Project account to pay for work to eliminate storm water inflow and infiltration into the Town's Sanitary Sewer System; or act on anything relative thereto. *(Department of Public Works)***

## MOTION

I move that the Town appropriate by transfer the sum of \$50,000 from the Inflow and Infiltration Reserve account to an Inflow and Infiltration Storm Water Elimination Project account to pay for work to eliminate storm water inflow and infiltration into the Town's Sanitary Sewer System.

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article ask the Town to transfer from the I&I reserve account into to an I&I project account to allow work to be done to protect the sewer system.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article J.

## ARTICLE K

**To see if the Town will vote to rescind debt authorization in the amount of \$150,000 from the Back Beach Revetment Repairs Project, as authorized by vote under Article O of the September 14, 2015 Fall Town Meeting and to appropriate by transfer the unexpended sum of \$101,960.23 from the Granite Pier Repairs Project account which was initially borrowed to finance a Granite Pier Repairs project that is now complete, and for which no further liability remains, to the Back Beach Revetment Repairs Project account to pay for repairs to the Back Beach Revetment; or act on anything relative thereto. *(Town Treasurer)***

## MOTION

I move that the Town rescind debt authorization in the amount of \$150,000 from the Back Beach Revetment Repairs Project as authorized by vote under Article O of the September 14, 2015 Fall Town Meeting and to appropriate by transfer the unexpended sum of \$101,960.23 from the Granite Pier Repairs Project account which was initially borrowed to finance a Granite Pier Repairs project that is now complete, and for which no further liability remains, to the Back Beach Revetment Repairs Project account to pay for repairs to the Back Beach Revetment.

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article asks the Town to rescind borrowing authorization for \$150,000 for Back Beach Revetment repairs and use the remaining funds allocated to Granite Pier repairs instead.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article K.

## ARTICLE L

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**To see if the Town will vote to appropriate by transfer from the SPED Stabilization fund a sum of money to the Private Tuitions account to pay for Special Education obligations; or act on anything relative thereto. *(School Department) (requires 2/3 vote)***

## MOTION

I move that the Town appropriate by transfer from the SPED Stabilization fund the sum of \$133,694.77 to the Private Tuitions account to pay for Special Education obligations.  
*(requires 2/3 vote)*

## SUMMARY EXPLANATION

This article requests Town Meeting to allow a withdrawal of funds from the SPED Stabilization fund in order to pay for increases in Special Education expenses.

## RECOMMENDATIONS

The School Committee, Board of Selectmen, and Finance Committee recommend approval of Article L.

## ARTICLE M

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**To see if the Town will vote to adopt Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the "Stretch Energy Code", including amendments or modifications thereto, regulating the design and construction of buildings for the effective use of energy a copy of which is on file with the Town Clerk; or act on anything relative thereto. *(Green Community Task Force)***

# TOWN MEETING VOTERS BOOKLET

## MOTION

I move that the Town adopt Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the “Stretch Energy Code”, as it may be amended from time to time, regulating the design and construction of buildings for the effective use of energy a copy of which is on file with the Town Clerk.

## SUMMARY EXPLANATION

This Article asks Town Meeting to adopt an optional energy building code for new construction only. The “stretch code” is an optional appendix to the Massachusetts building energy code that allows cities and towns to choose a more energy efficient option. This option increases the efficiency requirements for all new residential and many new commercial buildings in any municipality that adopts it.

The stretch code is somewhat different from the existing base energy code. The stretch code appendix offers a streamlined and cost effective route to achieving approximately 20% better energy efficiency in new residential and commercial buildings than is required by the base energy code. This is largely achieved by moving to a performance-based code, where developers are required to design buildings so as to reduce energy use by a given percentage below base code, rather than being required to install specific efficiency measures. Developers have flexibility to choose cost effectively and appropriately

The stretch code allows municipalities to take meaningful action on energy use and climate change; it will yield significant cost savings for local residents and businesses.

## RECOMMENDATIONS

The Board of DPW Commissioners recommends approval of this Article.

# TOWN MEETING VOTERS BOOKLET

## Annual Town Meeting – April 2, 2016

### ANNUAL TOWN MEETING WARRANT

**TOWN of ROCKPORT  
WARRANT for  
ANNUAL TOWN MEETING**

Saturday, April 2, 2016  
The Commonwealth of Massachusetts

Essex, ss.      To:      One of the Constables of the Town of Rockport, Massachusetts in  
said County of Essex in the Commonwealth of Massachusetts.

GREETINGS: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet and assemble at the Rockport High School at 24 Jerden's Lane in said Rockport on Saturday, the second day of April, 2016 A.D., at 9:30 o'clock in the morning, then and there to act on the following articles, to wit:

- ARTICLE 1.      To choose an agent for the various trust funds of the Town and to choose all other necessary Town Officers in such a manner as the Town may direct; or act on anything relative thereto. *(Board of Selectmen)*
- ARTICLE 2.      To see if the Town will vote to rescind any one or more of the authorizations previously given to borrow funds for municipal purposes, excluding always, any and all authorizations that have been executed by a borrowing; or act on anything relative thereto. *(Town Treasurer)*
- ARTICLE 3.      To see if the Town will vote to raise and appropriate a sum of money to pay unpaid bills of previous years; or act on anything relative thereto. *(Town Accountant) (requires 4/5 vote)*
- ARTICLE 4.      To see if the Town will vote to amend or revise certain compensation schedules as set forth by the Rockport Personnel Board and on file in the Town Clerk's Office, which are incorporated herein by reference, namely:
- A. Compensation Schedules A, B, D and H for salaried employees; and
- B. Compensation Schedule C for elected officials;
- or act on anything relative thereto. *(Personnel Board)*
- ARTICLE 5.      To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any or all Town expenses and purposes, including, without limiting the foregoing, debt and interest, out-of-state travel, wages and salaries, operation of the Town's departments and offices, and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. *(Finance Committee)*

# TOWN MEETING VOTERS BOOKLET

- 5A. To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any and all Town expenses and purposes including, without limiting the foregoing, debt and interest, out-of-state travel, wages and salaries, operation of the Town's Water Enterprise and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. *(Finance Committee)*
- 5B. To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any and all Town expenses and purposes including, without limiting the foregoing, debt and interest, out-of-state travel, wages and salaries, operation of the Town's Sewer Enterprise and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. *(Finance Committee)*
- 5C. To see if the Town will vote to appropriate and transfer from the FY2017 Estimated Annual Revenue of the Community Preservation Fund the sum of \$27,290 for any and all necessary and proper expenses of the Community Preservation Committee, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. *(Finance Committee)*

ARTICLE 6. To see if the Town will vote to appropriate for Capital Outlay Items, such sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office, and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. *(Finance Committee) (requires 2/3 vote)*

- 6A. To see if the Town will vote to appropriate for Capital Outlay Items for the Water Enterprise, sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. *(Finance Committee) (requires 2/3 vote)*
- 6B. To see if the Town will vote to appropriate for Capital Outlay Items for the Sewer Enterprise, sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. *(Finance Committee) (requires 2/3 vote)*

# TOWN MEETING VOTERS BOOKLET

ARTICLES:      *Lottery System*

- ARTICLE A.      To see if the Town will vote to expend a sum of money allocated to the Town under the provisions of Section 34(2)(a) of M.G.L. c. 90, so-called "Chapter 90 monies"; or act on anything relative thereto. (*Department of Public Works*)
- ARTICLE B.      To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$4,000 or any other sum, for Action, Inc.; or act on anything relative thereto. (*Board of Selectmen*)
- ARTICLE C.      To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$3,000 or any other sum, for Healing Abuse Working for Change (HAWC); or act on anything relative thereto. (*Board of Selectmen*)
- ARTICLE D.      To see if the Town vote to will raise and appropriate or appropriate and transfer from Free Cash the sum of \$3,100 or any other sum, for SeniorCare, Inc.; or act on anything relative thereto. (*Board of Selectmen*)
- ARTICLE E.      To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$5,000 or any other sum, for The Open Door; or act on anything relative thereto. (*Board of Selectmen*)
- ARTICLE F.      To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash the sum of \$30,000 to pay for state mandated real and personal property revaluations; or act on anything relative thereto. (*Board of Assessors*)
- ARTICLE G.      To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash a sum of money to the Capital Reserve Stabilization fund to pay for future expenditures; or act on anything relative thereto. (*Board of Selectmen*)  
(requires 2/3 vote)
- ARTICLE H.      To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash a sum money to the Other Post-Employment Benefits (OPEB) Trust Fund created under Article N of the April 3, 2010 Annual Town Meeting to cover future benefit obligations to retired employees; or act on anything relative thereto. (*Board of Selectmen*)
- ARTICLE I.      To see if the Town will vote to reauthorize pursuant to the provisions of General Laws, Chapter 44, Section 53E½ the Community House revolving fund as voted in Article H of the September 8, 2014 Town Meeting to which receipts received in connection with use of the Community House shall be deposited and may be expended by the Director of Public Works for Community House building maintenance purposes, said sum not to exceed a certain amount in FY2017; or act on anything relative thereto. (*Department of Public Works*)
- ARTICLE J.      To see if the Town will vote to appropriate and transfer from the Grit Pumps and Detritter Mechanisms Replacements account the sum of \$100,000 to a Wastewater

# TOWN MEETING VOTERS BOOKLET

Plant Master account for the purpose of making repairs to the Wastewater Plant Facility; or act on anything relative thereto. *(Department of Public Works)*

ARTICLE K. To see if the Town will vote to raise and appropriate, transfer, or borrow a sum of money to design and construct, and equip a new DPW Facility at 2 DPW Way off Upper Main Street, including the payment of costs incidental or related thereto, and if funds are borrowed for such purposes, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum under General Laws Chapter 44, Section 7 or any other enabling authority; provided, however, that if borrowing is authorized, the appropriation authorized under this article shall be contingent upon voters' approval of a so-called Proposition 2½ debt exclusion, as provided in G.L. Chapter 59, Section 21C(k); or act on anything relative thereto. *(DPW Commissioners) (requires 2/3 vote if borrowing)*

ARTICLE L. To see if Town Meeting supports changing the Rockport Parking Ban from no on street overnight parking between November 15<sup>th</sup> and April 1<sup>st</sup> to no on street overnight parking during snow emergencies and subsequent cleanup; or act on anything relative thereto. *(By Petition)*

ARTICLE M. To see if the Town will vote to renew its authorization of the Board of Selectmen in compliance to Sections 1 and 2 of Chapter 7C, Tax Title Land, of the Town of Rockport Code of By-Laws, to sell or otherwise dispose of said tax title properties on such terms and conditions as it deems appropriate and to execute such documents and take such other action as may be needed to effectuate the purposes of this vote; said properties being identified as follows:

- Address of 59 High Street as shown on Assessors Map 18, Lot 26
- Address of 8 Marmion Way as shown on Assessors Map 26, Lot 109;

or act on anything relative thereto. *(Board of Selectmen)*

ARTICLE N. To see if Town Meeting will vote to amend the Town of Rockport Code of By-Laws CHAPTER 2. TOWN MEETINGS, Section 2. Time of Meetings, Paragraph b. by replacing the word "Monday" in the last sentence with the word "Saturday"; or act on anything relative thereto. *(By Petition)*

ARTICLE O To see if the Town will amend the Zoning By-Law to allow large scale ground-mounted solar photovoltaic installations, by inserting the following in the By-Laws as Section IX:

## **"LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATIONS**

### **A. PURPOSE**

The purpose of this section is to promote the creation of new large-scale ground-mounted solar photovoltaic installations ("LSGMSPI") (250 kW or greater) by establishing standards for the placement, design, construction, operation, monitoring, modification, repair, and removal of such installations to ensure public safety, minimize

# TOWN MEETING VOTERS BOOKLET

impacts on scenic, natural and historic resources, and provide adequate financial assurance for the eventual decommissioning of such installations.

The provisions set forth in this section shall apply to the placement, design, construction, operation, monitoring, modification and/or repair and removal of large-scale ground-mounted solar photovoltaic installations.

## **B. APPLICABILITY**

This section applies to the initial construction of LSGMSPVIs and to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

Smaller scale building mounted solar or photovoltaic installations which are accessory to a lawful principal use on the same lot are not otherwise subject to the requirement of this section, but must comply with the other provisions of the Zoning By-Law as applicable.

## **C. DEFINITIONS**

**Large-Scale Ground-Mounted Solar Photovoltaic Installation (LSGMSPVI):** A solar photovoltaic system that is structurally mounted on the ground, not roof-mounted, and has a minimum nameplate capacity of 250 kW DC.

**On-Site Solar Photovoltaic Installation:** A solar photovoltaic installation that is constructed at a location where other uses of the underlying property occur.

**Rated Nameplate Capacity:** The maximum rated output of Direct Current (DC) electric power production of the photovoltaic system.

**Site Plan Review:** Review by the Planning Board to determine conformance with the Zoning By-Law, as provided in Section X of the By-Law.

## **D. GENERAL REQUIREMENTS FOR ALL LARGE SCALE GROUND MOUNTED SOLAR PHOTOVOLTAIC INSTALLATIONS**

The following requirements are common to all LSGMSPVIs to be sited in designated locations.

### **a. Compliance with Laws, Ordinances and Regulations**

The construction and operation of all LSGMSPVIs shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, environmental, Wetlands Protection Act, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the state Building Code.

### **b. Building Permit and Building Inspection**

No LSGMSPVI shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

### **c. Fees**

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The application for a building permit for a LSGMSPVI must be accompanied by the fee required for a building permit.

## **d. Site Plan Review**

Any LSGMSPVI shall undergo site plan review by the Planning Board prior to construction, installation or modification as provided in this section. LSGMSPVIs shall be constructed, installed, used and modified in conformity with a site plan approved by the Planning Board in accordance with Section X Site Plan Review of the Zoning By-Law and the further requirements set forth herein. The Planning Board shall review and act upon the site plan review of an LSGMSPVI within 90 days of its receipt of an application determined to be complete. The requirements set forth herein shall be applied coincident with and in addition to those requirements set forth in Section X. The requirements of this section shall take precedence in the event of a direct conflict.

### **(i) General**

All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts.

### **(ii) Required Documents**

Pursuant to the site plan review process, the project proponent shall provide the following documents:

#### **(a) A site plan showing:**

- i.** Property lines and physical features, including roads, for the project site;
- ii.** Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation and structures;
- iii.** Blueprints or drawings of the solar photovoltaic installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures;
- iv.** One or three line electrical diagrams detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and over current devices;
- v.** Documentation of the major system components to be used, including the PV panels, mounting systems, and inverters;
- vi.** Name, address, and contact information for proposed system installer;
- vii.** Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
- viii.** Name, contact information and signature of any agents representing the project proponent; and,
- ix.** A description of how land clearing and construction shall be performed in accordance with the appropriate sections of the Zoning By-Law governing storm water discharge, land disturbance, provisions for handling toxic or hazardous materials, and post-construction storm water runoff.

#### **(b) Documentation of actual or prospective access and control of the project site (see Section D.e);**

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- (c) An operation and maintenance plan (see Section D.f);
- (d) Zoning district designation for the parcel of land comprising the project site (submission of a copy of a zoning map with the parcel identified is suitable for this purpose);
- (e) Proof of liability insurance written by companies licensed to provide such insurance in Massachusetts and with coverage limits at commercially acceptable levels;
- (f) Description of financial surety that satisfies Section D.m.ii. The project proponents shall submit a fully inclusive estimate of the costs associated with removal of the proposed facility prepared by a licensed engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.
- (g) A public outreach plan, including a project development timeline, which indicates how the project proponent will meet the required site plan review notification procedures and otherwise inform abutters and the community.

The Planning Board may require additional information, data or evidence as it deems necessary pursuant to the Site Plan Review process, or may waive documentation requirements as it deems appropriate.

## **(iii) Professional Review**

The Planning Board may engage, at the applicant's expense, professional and technical consultants, including legal counsel, to assist the Planning Board with its review of the application in accordance with the requirements of Section 53G of Chapter 44 of the Massachusetts General Laws. The Planning Board may direct the applicant to deposit funds with the Planning Board at the time the application is accepted, and to add additional funds as needed upon notice. Failure to comply with this section shall be grounds for denying the application. Upon approval of the application, any excess amount in the account attributable to that project, including any accrued interest, shall be repaid to the applicant.

## **e. Site Control**

The project proponent shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed LSGMSPVI.

## **f. Operation & Maintenance Plan**

The project proponent shall submit a plan for the operation and maintenance of the LSGMSPVI, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

## **g. Utility Notification**

No LSGMSPVI shall be constructed until evidence has been given to the Building Inspector that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation

# TOWN MEETING VOTERS BOOKLET

owner or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

## **h. Dimension and Density Requirements**

### **(i) Setbacks**

An LSGMSPVI shall be set back from property lines consistent with the applicable regulations for the underlying zoning district, with the exception of necessary interconnections with utility transmission or distribution facilities.

### **(ii) Appurtenant or Accessory Structures**

All appurtenant or accessory structures to a LSGMSPVI shall be subject to the requirements of the Zoning By-Law concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other, and shall be landscaped and screened from view by vegetation, located underground, or behind berms, and/or clustered to minimize visual impacts.

## **i. Design Standards**

### **(i) Lighting**

Lighting of LSGMSPVIs shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the LSGMSPVI shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

### **(ii) Signage**

Signs on LSGMSPVIs shall comply with requirements of all applicable sign regulations and shall be limited to:

- (a) Those necessary to identify the owner, provide a 24 hour emergency contact phone number, and warn of any danger.
- (b) Educational signs providing information about the LSGMSPVI and the benefits of renewable energy. LSGMSPVIs shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar photovoltaic installation.

### **(iii) Utility Connections**

Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the LSGMSPVI underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

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## **(iv) Screening**

A buffer or green strip planted with live shrubs or trees, predominantly evergreen, shall if feasible be maintained between the perimeter of the LSGMSPVI and any abutting property line or street unless the existing natural growth is adequate to provide an equivalent buffer. Such a buffer shall be designed so as not to create a hazard upon entrance or exit from the facility. The Planning Board may vary or waive this requirement consistent with minimizing negative effects on abutting property.

## **j. Safety and Environmental Standards**

### **(i) Emergency Services**

The LSGMSPVI owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Fire Department. Upon request the owner and/or operator shall cooperate with Town emergency services in developing an emergency response plan, which may include ensuring that emergency personnel have 24 hour access to the facility. All means of shutting down the LSGMSPVI shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the LSGMSPVI.

### **(ii) Land Clearing**

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the LSGMSPVI or otherwise prescribed by applicable laws, regulations, and bylaws.

Significant tree cutting is strongly discouraged. Should tree cutting be required the applicant should offset the loss of trees by planting an equivalent number of trees of similar species of (size and caliper) on-site or on an area specified by the Planning Board.

### **(iii) Drainage and Groundwater Protection**

A LSGMSPVI shall comply with any drainage and groundwater requirements set forth in the Zoning By-Law, which requirements shall be imposed and conditioned as appropriate through the Site Plan Review process.

## **k. Monitoring and Maintenance**

### **(i) Solar Photovoltaic Installation Conditions**

The LSGMSPVI owner and/or operator shall maintain the facility in good and safe working condition, and shall schedule inspection by a competent professional at least once every twelve (12) months or more often, pursuant to industry standards and practices. The results of the inspection and any resulting repair work shall be submitted to the Planning Board and the Building Inspector within thirty (30) days of receipt by the owner and/or operator. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the Fire Department and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the LSGMSPVI and any access road(s), unless accepted as a public way.

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## **(ii) Modifications**

All material modifications to a LSGMSPVI, after issuance of the required building permit, shall require further Site Plan Review by the Planning Board.

## **(iii) Contact**

The owner and/or operator of a LSGMSPVI shall identify a responsible person for emergency purposes and public inquiry and shall at all times throughout the life of the of the installation maintain current contact information (name, address, telephone number and e-mail address) for such person(s) on file with the Building Inspector, the Fire Department, and the Planning Board.

## **l. Insurance**

Prior to commencing operation, the owner or operator of a LSGMSPVI shall provide the Town Clerk with a certificate of insurance showing that the property has a minimum of one million dollars (\$1,000,000) in liability coverage by occurrence in the aggregate or five million dollars (\$5,000,000) general liability insurance, and that the Town is an additional named insured thereon. Such certificate shall be supplied on an annual basis to the Town upon the renewal of said insurance policy.

## **m. Discontinuance or Decommissioning**

### **(i) Removal Requirements**

Any LSGMSPVI or substantial part thereof not in operation for a period of one hundred eighty (180) continuous days or more without written permission from the Planning Board or that has reached the end of its useful life shall be considered discontinued and shall be removed. Upon written request from the Building Inspector, addressed to the contact address provided and maintained by the owner and/or operator as required above, the owner/and or operator shall provide evidence to the Building Inspector demonstrating continued use of a LSGMSPVI. Failure to provide evidence within thirty (30) days of such written request shall be conclusive evidence that the installation has been discontinued. The owner and/or of the installation shall notify the Planning Board and Building Inspector by certified mail of the proposed date of discontinued operations and plans for removal.

The owner or operator shall physically remove the installation no more than 150 days after the notification date of discontinued operations. Decommissioning shall consist of:

- (a) Removal from the site of the LSGMSPVI in its entirety, including all associated structures, equipment, security barriers and transmission/distribution lines.
- (b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations
- (c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner and/or operator to leave landscaping or designated below grade foundations in order to minimize erosion and disruption to vegetation.

# TOWN MEETING VOTERS BOOKLET

- (d) Reinstatement of gravel or ground cover consistent with the surrounding landscape.
- (e) Removal of all above ground foundations and supports to a depth of one foot below existing grade.

If the owner and/or operator of the LSGMSPVI fails to remove the installation in accordance with the requirements of this section, the Town shall have the right, to the extent it is otherwise duly authorized by law, to enter the property and remove the installation at the expense of the owner and/or operator of the installation and the owners of the site on which the facility is located.

## **(ii) Financial Surety**

The owner of a LSGMSPVI approved in accordance with this By-Law shall provide to the Town, acting through the Planning Board, a form of surety to cover the cost of removal in the event the Town must remove the LSGMSPVI and remediate the landscape. Such surety shall be in an amount and form determined to be reasonable by the Planning Board, which may be an escrow account, bond, or otherwise, and shall be provided prior to construction. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation. Such surety shall remain in force for so long as the project is in existence, and the owner shall annually provide the Planning Board and Building Inspector with proof that the surety continues in effect. Lapse of surety shall be a violation of this By-Law and the Town may take appropriate enforcement action. Surety will not be required for municipal or state owned facilities.

## **E. ESTABLISHMENT OF LSGMSPVI OVERLAY DISTRICT**

The LSGMSPVI Overlay District is hereby established. The boundaries of the LSGMSPVI Overlay District are shown on a map entitled "LSGMSPVI Overlay District," which is hereby incorporated in the Town Zoning Map. The LSGMSPVI Overlay District shall be considered superimposed on the other districts depicted on the Town Zoning Map. LSGMSPVIs are allowed as of right in the LSGMSPVI Overlay District. The provisions and requirements of the underlying zoning districts remain in effect, in all other respects.

## **F. SEVERABILITY**

If any provision of this Section is invalidated, such invalidation shall not invalidate any other provision."

and by renumbering all subsequent Sections of the Zoning By-Laws and modifying all references elsewhere throughout the Zoning By-Laws to reflect the Section number changes; or act on anything relative thereto. (*Planning Board*)

# TOWN MEETING VOTERS BOOKLET

ARTICLE P. To see if the Town will hear, receive and act upon the report of the Ad Hoc Committee on Town Water Supply appointed pursuant to the vote of the 1980 Annual Town Meeting under Warrant Article 16 and extended by votes of successive Annual Town Meetings through and including the 2015 Annual Town Meeting under Warrant Article S, and extend the term of the Committee; or act on anything relative thereto. *(Moderator)*

ARTICLE Q. To see if the Town will vote to accept the reports of its officers, boards, departments, committees and commissions, as printed in the 2015 Annual Town Report or as otherwise submitted to Town Meeting; or act on anything relative thereto. *(Moderator)*

And you are directed to serve this Warrant by posting attested copies of the same at each of the Post Offices, and in other public places in each village of the Town, seven days at least before the day of the holding of said ANNUAL TOWN MEETING.

Hereof fail not and make due return of this Warrant, with your doings thereon, to the Town Clerk, three days at least before Saturday, April 2, 2016.

Given under our hands and seal of the Town this 22<sup>nd</sup> day of March 2016, A.D.

BOARD OF SELECTMEN  
TOWN OF ROCKPORT

*Erin M. Battistelli*, Chairperson

*Paul F. Murphy*, Vice Chair

*Eliza N. Lucas*

*Wilhelmina Sheedy Moores*

*Sarah J. Wilkinson*

# TOWN MEETING VOTERS BOOKLET

## ATM ARTICLES, MOTIONS, SUMMARIES & RECOMMENDATIONS

### ARTICLE 1

---

**To choose an agent for the various trust funds of the Town and to choose all other necessary Town Officers in such a manner as the Town may direct; or act on anything relative thereto.**

#### MOTION

I move that the Town designate the Treasurer to be the agent for the various trust funds for the Town.

#### SUMMARY EXPLANATION

This is a standard article to obtain Town Meeting approval for various appointments.

#### RECOMMENDATIONS

The Board of Selectmen supports this article.

### ARTICLE 2

---

**To see if the Town will vote to rescind any one or more of the authorizations previously given to borrow funds for municipal purposes, excluding always, any and all authorizations that have been executed by a borrowing; or act on anything relative thereto.**

#### MOTION

No Motion.

### ARTICLE 3

---

**To see if the Town will vote to raise and appropriate a sum of money to pay unpaid bills of previous years; or act on anything relative thereto. *(requires 4/5 vote)***

#### MOTION

No motion.

### ARTICLE 4

---

**To see if the Town will vote to amend or revise certain compensation schedules as set forth by the Rockport Personnel Board and on file in the Town Clerk's Office, which are incorporated herein by reference, namely:**

# TOWN MEETING VOTERS BOOKLET

**A. Compensation Schedules A, B, D and H for salaried employees; and**

**B. Compensation Schedule C for elected officials;**

**or act on anything relative thereto. (*Personnel Board*)**

## MOTION

First Motion: I move that the Town amend Compensation Schedules A, B, D and H for salaried employees, as set forth in the proposals recommended by the Rockport Personnel Board and on file in the Town Clerk's Office, which are incorporated herein by reference.

Second Motion: I move that the Town amend Compensation Schedule C for Elected Officials, as set forth in the proposals recommended by the Rockport Personnel Board and on file in the Town Clerk's Office, which are incorporated herein by reference.

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the FY17 compensation rates for non-union positions as recommended by the Personnel Board.

## RECOMMENDATIONS

The Board of Selectmen recommends approval of this article.

## ARTICLE 5

**To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any or all Town expenses and purposes, including, without limiting the foregoing, debt and interest, out-of-state travel, wages and salaries, operation of the Town's departments and offices, and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. (*Finance Committee*)**

## MOTION

**(*Finance Committee*)** Mr. Moderator, Laurene Wessel, Chair of the Finance Committee, moves that the Town appropriate the sum of \$27,648,037 for all items under column 4 of the Table of Estimates under Article 5 on pages 48 through 55 in the Town Meeting Voters Booklet, General Fund, all for the Fiscal Year July 1, 2016 through June 30, 2017, inclusive, and, as funding therefor, raise \$26,302,344 and transfer the following sums from the designated accounts for the purposes specified, namely,

# TOWN MEETING VOTERS BOOKLET

\$136,469 from Ambulance Reserve to 231 Ambulance

\$ 61,284 from Parking Meter Fund to 212 Traffic and Parking

\$ 14,275 from Parking Meter Fund to 293 Parking Clerk

\$ 50,847 from Parking Meter Fund to 210 Police Department

\$116,511 from Waterways Improvement Fund to 295 Harbormasters

\$ 500 from Waterways Improvement Fund to 297 Harbor Advisory

\$112,781 from CPA Fund to 700 Debt and Interest

\$ 60,000 from Free Cash to 700 Debt and Interest

\$405,307 from Water Enterprise Fund to Shared Costs

\$386,719 from Sewer Enterprise Fund to Shared Costs

# TOWN MEETING VOTERS BOOKLET

ARTICLE 5: TABLE OF ESTIMATES					
	Column 1	Column 2	Column 3	Column 4	
Dept #	Department/Description	FY15 Actuals	FY16 Budget	FY17 Budget	
	<b>GENERAL GOVERNMENT</b>				
114	MODERATOR				
	Stipend	128	128	128	
	Operating Expense	20	114	114	
	<b>Total</b>	<b>148</b>	<b>242</b>	<b>242</b>	
122	SELECTMEN				
	Five Selectmen Stipends	7,195	7,195	7,195	
	Town Administrator	114,860	118,880	121,258	
	Assistant Town Administrator	60,731	61,200	62,424	
	Office Manager	44,104	43,504	44,374	
	Meeting Support Clerk	3,614	6,018	6,018	
	Operating Expense	54,818	30,770	32,663	
	Audit Services	22,500	36,000	36,000	
	Youth Center Operations	48,000	48,000	48,000	
	<b>Total</b>	<b>355,821</b>	<b>351,567</b>	<b>357,932</b>	
124	SELECTMEN COMMITTEES				
	Historical & Historic District Commission Expenses	-	500	-	
	Town Art Committee	125	2,000	2,000	
	Millbrook Meadow Committee	275	275	275	
	Rights of Way Committee	3,304	3,304	1,000	
	Beautification Committee	1,000	1,000	1,000	
	<b>Total</b>	<b>4,704</b>	<b>7,079</b>	<b>4,275</b>	
131	FINANCE COMMITTEE				
	Meeting Support Clerk			1,200	
	Operating Expense	1,011	1,100	350	
	Reserve Fund	303,500	303,500	277,000	
	<b>Total</b>	<b>304,511</b>	<b>304,600</b>	<b>278,550</b>	
135	TOWN ACCOUNTANT				
	Town Accountant	33,459	75,000	78,000	
	Town Accountant Staff	54,158	51,923	96,611	
	Operating Expense	99,986	91,755	94,116	
	<b>Total</b>	<b>187,604</b>	<b>218,678</b>	<b>268,727</b>	
141	ASSESSORS				
	Assessors Stipends	3,300	3,300	3,300	
	Assistant Assessor	55,450	55,450	57,559	
	Assessor Clerk	36,789	35,918	35,918	
	Operating Expense	4,527	4,910	4,935	
	Outside services	473	4,060	4,060	
	<b>Total</b>	<b>100,539</b>	<b>103,637</b>	<b>105,772</b>	
147	TREASURER/COLLECTOR				
	Town Treasurer	72,471	72,471	73,920	
	Assistant Treasurer/Collector	46,736	46,736	47,671	
	Other Salaries/Wages	75,454	77,478	78,286	
	Operating Expense	35,549	41,349	42,700	
	Outside Services	21,687	29,598	28,000	
	Tax Title Expenses	6,975	16,060	16,000	
	<b>Total</b>	<b>258,873</b>	<b>283,692</b>	<b>286,577</b>	
151	LEGAL				
	Fees & Expenses	127,670	116,433	233,450	
	<b>Total</b>	<b>127,670</b>	<b>116,433</b>	<b>233,450</b>	
152	PERSONNEL BOARD				
	Clerical, Part Time	534	1,224	1,224	
	Merit Pay Pool	35,000	35,000	35,000	
	Operating Expense	-	380	200	

# TOWN MEETING VOTERS BOOKLET

	<b>Total</b>		<b>35,534</b>	<b>36,604</b>	<b>36,424</b>	
153	HUMAN RESOURCES					
	Manager Stipend			16,000	16,320	
	HR Assistant			11,000	6,222	
	Operating Expense			5,600	9,500	
	<b>Total</b>			<b>32,600</b>	<b>32,042</b>	
154	INFORMATION SYSTEMS & TECHNOLOGY					
	Director Salary		88,740	88,740	90,515	
	IS&T Salaries & Wages		139,443	142,871	145,728	
	Administrative Support Wages		3,705	4,862	4,959	
	Telephone		36,099	36,387	34,387	
	Copiers & other hardware		36,090	40,068	37,068	
	Classroom Hardware		56,760	56,661	54,661	
	Networking Services		49,643	47,000	42,600	
	Software Licenses & On-line services		134,979	131,498	125,452	
	Other Operating Expense		48,522	45,173	41,463	
	<b>Total</b>		<b>593,981</b>	<b>593,260</b>	<b>576,833</b>	
158	TAX POSSESSED LAND					
	Expenses		8,574	8,959	3,100	
	<b>Total</b>		<b>8,574</b>	<b>8,959</b>	<b>3,100</b>	
161	TOWN CLERK					
	Town Clerk		65,000	66,000	67,300	
	Assistant Clerk		43,483	43,483	44,353	
	Operating Expense		7,754	7,835	8,072	
	<b>Total</b>		<b>116,237</b>	<b>117,318</b>	<b>119,725</b>	
164	ELECTIONS					
	Stipends & Election Officer Wages		15,949	20,660	21,039	
	Operating Expense		8,294	8,797	10,168	
	<b>Total</b>		<b>24,243</b>	<b>29,457</b>	<b>31,207</b>	
171	CONSERVATION COMMISSION					
	Conservation Agent		46,413	46,413	55,000	
	Clerical, Part Time		7,629	7,711	11,537	
	Operating Expense		1,488	2,103	2,103	
	<b>Total</b>		<b>55,529</b>	<b>56,227</b>	<b>68,640</b>	
175	PLANNING BOARD					
	Clerical, Part Time		18,803	18,920	19,298	
	Planning Consultant		27,000	27,000	27,000	
	Operating Expense		1,079	2,959	2,100	
	<b>Total</b>		<b>46,882</b>	<b>48,879</b>	<b>48,398</b>	
176	ZONING BOARD					
	Clerical, Part Time		13,499	13,085	13,822	
	Operating Expense		200	705	705	
	Legal Notices - Zoning		5,024	4,950	5,440	
	<b>Total</b>		<b>18,723</b>	<b>18,740</b>	<b>19,967</b>	
181	COMMUNITY DEVELOPMENT (expanded from Economic Development)					
	Special Projects, Band Concerts & Expenses		-	-	60,543	
	<b>Total</b>		-	-	<b>60,543</b>	
	<b>GENERAL GOVERNMENT SUMMARY</b>					
	Salaries, Wages & Stipends		1,086,646	1,171,167	1,246,180	
	Operating Expense		1,152,929	1,156,803	1,286,225	
	ATM Authorization		2,239,574	2,327,970	2,532,405	
	Pensions & Benefits (Incl in 900)		450,530	597,204	594,067	
	<b>TOTAL GENERAL GOVERNMENT</b>		<b>2,690,105</b>	<b>2,925,174</b>	<b>3,126,472</b>	
	<b>PUBLIC SAFETY</b>					
210	POLICE DEPARTMENT					
	Police Chief		108,307	115,000	117,300	

# TOWN MEETING VOTERS BOOKLET

	Police Lieutenant Salary, incl shift diff	96,041	96,041	97,962
	Police Sergeants, incl Shift Diff	237,712	243,577	246,117
	Police Officers, incl OT, Court Time and Shift Diff	845,640	890,072	929,160
	Civilian Dispatchers	76,010	100,206	38,365
	Other Staff Salaries & Wages	88,416	88,176	91,862
	Personnel Expenses-Uniforms, Training, Travel	42,945	40,205	53,403
	Vehicle Expense-Fuel, Maintenance	31,823	32,780	25,500
	Facilities Expense	39,029	41,162	36,477
	Equipment Maintenance-Radio, Computer	33,568	42,301	41,500
	Telephone	9,206	10,000	10,000
	Other Operating Expense	10,991	9,714	7,714
	<b>Total</b>	<b>1,619,688</b>	<b>1,709,234</b>	<b>1,695,360</b>
212	TRAFFIC & PARKING			
	Sergeant Stipend	8,922	8,922	8,922
	Parking Meter Attendants	7,491	10,809	9,180
	Trolley Services per Contract	19,040	24,291	24,291
	Operating Expense	11,153	9,571	18,891
	<b>Total</b>	<b>46,606</b>	<b>53,593</b>	<b>61,284</b>
215	LIFEGUARDS			
	Lifeguards (Seasonal)	41,432	36,414	37,142
	Operating Expense	7,907	7,918	3,000
	<b>Total</b>	<b>49,339</b>	<b>44,332</b>	<b>40,142</b>
220	FIRE DEPARTMENT			
	Fire Inspector/Chief	25,713	31,024	31,644
	Firefighter Stipends (AOC)	115,156	97,135	99,078
	PT, Seasonal & Special Labor	12,721	5,930	6,049
	Personnel Expense-Training	5,983	11,588	11,821
	Vehicle Expense-Fuel, Maintenance, Equipment	14,122	11,195	11,195
	Facilities Expense-Heating, Electrical	28,325	45,648	34,468
	Other Operating Expense	34,075	22,526	27,314
	<b>Total</b>	<b>236,095</b>	<b>225,046</b>	<b>221,569</b>
225	FOREST FIRE DEPARTMENT			
	Forest Fire Warden Stipend	3,218	3,217	3,217
	Deputy Stipends	4,505	4,437	4,526
	Firefighter Stipends	16,647	17,371	17,718
	Labor, Part Time	1,210	1,234	1,259
	Operating Expense	2,061	3,244	3,244
	<b>Total</b>	<b>27,642</b>	<b>29,503</b>	<b>29,964</b>
231	AMBULANCE			
	Department Head	8,390	8,387	8,555
	Direct Labor (Stipend)	38,632	57,386	58,534
	PT Labor & EMT per call Wages	20,307	28,585	29,158
	Personnel Expense-Training, Dues	3,559	9,181	8,881
	Vehicle Expense-Maintenance, Fuel	3,802	7,483	6,890
	Outside Services-Billing, Medical	5,651	7,651	5,000
	Other Operating Expense	21,945	24,727	22,581
	<b>Total</b>	<b>102,286</b>	<b>143,400</b>	<b>139,598</b>
241	INSPECTION SERVICES			
	Building Inspector Salary	73,738	73,738	75,123
	Part-time Labor	40,623	43,798	44,138
	Operating Expense	2,105	2,350	2,350
	<b>Total</b>	<b>116,466</b>	<b>119,886</b>	<b>121,611</b>
249	ANIMAL INSPECTOR			
	Animal Inspector Stipend (APT)	1,783	1,783	1,783
	Operating Expense	130	130	130
	<b>Total</b>	<b>1,913</b>	<b>1,913</b>	<b>1,913</b>
291	EMERGENCY MANAGEMENT			
	Director's / Deputy's Stipends	4,465	4,465	4,465

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	Operating Expense		-	750	750
	<b>Total</b>		<b>4,465</b>	<b>5,215</b>	<b>5,215</b>
292	DOG CONTROL				
	Dog Officer Salary (APT)		8,323	9,000	9,000
	Assistant Animal Control Officer		-	3,840	3,840
	Operating Expense		1,695	3,980	3,960
	<b>Total</b>		<b>10,019</b>	<b>16,820</b>	<b>16,800</b>
293	PARKING CLERK				
	Hearing Officer Stipend		1,287	1,288	2,000
	Parking Clerk		17,087	17,424	-
	Operating Expense		11,107	13,144	12,275
	Admin&Collection Services		-	-	-
	<b>Total</b>		<b>29,482</b>	<b>31,856</b>	<b>14,275</b>
295	HARBORMASTERS/SHELLFISH				
	Harbormasters		43,442	44,095	44,977
	Assistant Harbormasters		3,851	3,907	3,985
	Asst Shellfish Officer & Warden		3,557	3,602	3,556
	Seasonal, Part-Time		12,211	12,211	10,200
	Equipment Maintenance-Radios		4,135	7,515	6,061
	Boat Maintenance		6,098	10,256	7,800
	Float, Ramp Repair/Replacement		13,485	9,640	10,500
	Office & Other Operating Expense		27,549	35,637	32,129
	<b>Total</b>		<b>114,327</b>	<b>126,863</b>	<b>119,208</b>
297	HARBOR ADVISORY COMMITTEE				
	Expenses		515	515	500
	<b>Total</b>		<b>515</b>	<b>515</b>	<b>500</b>
	<b>PUBLIC SAFETY SUMMARY</b>				
	Salaries, Wages & Stipends		1,966,837	2,063,073	2,038,814
	Operating Expense		392,006	445,102	428,625
	<b>ATM Authorization</b>		<b>2,358,843</b>	<b>2,508,175</b>	<b>2,467,439</b>
	Pensions & Benefits (Incl in 900)		563,720	638,610	693,285
	<b>TOTAL PUBLIC SAFETY</b>		<b>2,922,563</b>	<b>3,146,786</b>	<b>3,160,724</b>
400	DEPARTMENT OF PUBLIC WORKS				
	ADMINISTRATION				
	Stipends, Salaries & Wages		227,107	234,648	227,160
	Office Expenses		24,012	48,055	46,908
	<b>Total</b>		<b>251,119</b>	<b>282,703</b>	<b>274,068</b>
	PUBLIC PROPERTY (incl parks & seasonal)				
	Wages, Regular & OT		319,990	349,522	349,260
	Operating Expense		194,877	208,824	177,126
	<b>Total</b>		<b>514,867</b>	<b>558,346</b>	<b>526,386</b>
	HIGHWAY, GENERAL				
	Wages, Regular		291,046	297,906	338,903
	Wages, OT		1,608	4,886	4,886
	Highway Expense		182,613	210,531	176,531
	Garage Expense		90,858	73,479	73,479
	<b>Total</b>		<b>566,126</b>	<b>586,802</b>	<b>593,799</b>
	HIGHWAY, SNOW & ICE				
	Wages, Regular		-	39,573	-
	Wages, OT		150,466	40,058	60,058
	Operating Expense		355,965	40,791	60,962
	<b>Total</b>		<b>506,431</b>	<b>120,422</b>	<b>121,020</b>
	TRANSFER STATION				
	Wages, Regular & OT		116,485	117,404	117,902
	Operating Expense, mostly haulage		289,489	327,133	327,133
	<b>Total</b>		<b>405,974</b>	<b>444,537</b>	<b>445,035</b>
	CEMETERY				

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	Wages, Regular & OT		112,621	118,757	117,521
	Operating Expense		3,418	8,724	8,724
	<b>Total</b>		<b>116,038</b>	<b>127,481</b>	<b>126,245</b>
	<b>DEPARTMENT OF PUBLIC WORKS SUMMARY</b>				
	Salaries, Wages & Stipends		1,219,323	1,202,755	1,215,690
	Operating Expense		1,141,233	917,537	870,863
	ATM Authorization		2,360,556	2,120,292	2,086,553
	Pensions & Benefits (Incl in 900)		411,006	507,707	554,977
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>2,771,562</b>	<b>2,628,000</b>	<b>2,641,530</b>
500	<b>HEALTH AND WELFARE</b>				
510	<b>BOARD OF HEALTH</b>				
	Board Members Stipends		182	546	900
	Sanitary Inspector		34,535	34,535	35,226
	PT Admin Asst		13,659	15,836	16,153
	Seasonal Labor - Beach Testing		465	1,298	1,324
	PT Public Health Nurse		7,948	5,591	5,703
	Operating Expense		16,992	20,050	20,550
	<b>Total</b>		<b>73,781</b>	<b>77,856</b>	<b>79,855</b>
541	<b>COUNCIL ON AGING</b>				
	Director		42,631	42,631	43,484
	Clerical Part Time		2,446	2,448	2,448
	Operating Expense		13,129	13,907	16,382
	<b>Total</b>		<b>58,205</b>	<b>58,986</b>	<b>62,314</b>
543	<b>VETERANS SERVICES</b>				
	Veterans Agent Stipend		2,152	-	-
	Operating Expense		472	15,020	14,500
	Veterans Allowances		49,863	60,000	50,000
	<b>Total</b>		<b>52,487</b>	<b>75,020</b>	<b>64,500</b>
	<b>HEALTH AND WELFARE SUMMARY</b>				
	Salaries, Wages & Stipends		104,017	102,885	105,237
	Operating Expense		80,456	108,977	101,432
	ATM Authorization		184,473	211,862	206,669
	Pensions & Benefits (Incl in 900)		54,603	46,083	67,647
	<b>TOTAL HEALTH AND WELFARE</b>		<b>239,076</b>	<b>257,945</b>	<b>274,316</b>
600	<b>CULTURE AND RECREATION</b>				
610	<b>LIBRARY</b>				
	Department Head		34,336	67,000	68,340
	Other Direct Labor		276,175	265,343	278,317
	Operating Expense		26,568	32,765	28,791
	Library Materials (19%)		98,055	98,055	99,874
	Contractual		51,826	46,096	50,341
	<b>Total</b>		<b>486,960</b>	<b>509,259</b>	<b>525,663</b>
630	<b>RECREATIONAL COMMITTEE</b>				
	Recreation Director (incl seasonal labor)		27,250	27,540	28,091
	Clerical Part-time		12,766	13,219	13,483
	Operating Expense		11,134	10,060	10,060
	<b>Total</b>		<b>51,150</b>	<b>50,819</b>	<b>51,634</b>
635	<b>GRANITE PIER</b>				
	Seasonal Labor		12,752	12,755	13,010
	Operating Expense		6,174	8,989	8,989
	<b>Total</b>		<b>18,926</b>	<b>21,744</b>	<b>21,999</b>
638	<b>THACHER &amp; STRAIGHTSMOUTH ISLAND</b>				
	Direct Labor		9,685	9,200	9,384
	Other Operating Expense		10,550	10,134	10,134
	<b>Total</b>		<b>20,235</b>	<b>19,334</b>	<b>19,518</b>
692	<b>MEMORIAL DAY COMMITTEE</b>				

# TOWN MEETING VOTERS BOOKLET

	Expenses		2,249	2,608	2,608
	<b>Total</b>		<b>2,249</b>	<b>2,608</b>	<b>2,608</b>
	<b>CULTURE and RECREATION SUMMARY</b>				
	Labor		372,964	395,057	410,625
	Operating Expense		206,556	208,707	210,797
	ATM Authorization		579,520	603,764	621,423
	Pensions & Benefits (Incl in 900)		121,961	130,469	129,492
	<b>TOTAL CULTURE &amp; RECREATIONAL</b>		<b>701,481</b>	<b>734,233</b>	<b>750,915</b>
<b>700</b>	<b>DEBT AND INTEREST</b>				
	Maturing Debt Principal		889,000	1,176,160	1,100,000
	Maturing Debt Interest		256,624	263,174	239,683
	Temporary Debt Principal		120,000	120,000	138,000
	Temporary Debt Interest		7,808	16,615	40,966
	<b>Total</b>		<b>1,273,432</b>	<b>1,575,949</b>	<b>1,518,649</b>
<b>900</b>	<b>OTHER</b>				
911	ESSEX REGIONAL RETIREMENT SYSTEM		1,350,185	1,493,687	1,635,519
912	NON-CONTRIBUTORY PENSION		-	-	-
913	UNEMPLOYMENT INSURANCE		19,830	53,161	50,000
914	GROUP INSURANCE				
	Health		3,674,553	3,970,819	4,125,889
	Life		12,803	12,900	12,700
	<b>Total</b>		<b>3,687,356</b>	<b>3,983,719</b>	<b>4,138,589</b>
916	FICA/MEDICARE		203,535	237,113	240,000
917	SICK LEAVE / BUY-BACK		54,710	70,000	66,000
940	INSURANCE EXPENSE		467,495	474,850	523,200
943	FUND TRANSFER TO STABILIZATION FUND		-	-	-
	<b>TOTAL OTHER</b>		<b>5,783,111</b>	<b>6,312,530</b>	<b>6,653,308</b>
	<b>ARTICLE 5 TOWN DEPARTMENT SUMMARY</b>				
	Salaries, Wages & Stipends		4,749,787	4,934,937	5,016,546
	Operating Expenses		3,472,389	3,372,819	3,421,142
	Pension & Benefits (Incl in 900)		2,938,874	3,304,871	3,352,424
	Debt Service (Incl in 700)		1,089,484	1,347,916	1,297,796
	<b>TOTAL ARTICLE 5 BEFORE SCHOOLS</b>		<b>12,250,534</b>	<b>12,960,544</b>	<b>13,087,908</b>
	<b>PUBLIC EDUCATION - TOWN CONTRIBUTION</b>				
300	Base Funding from Town - ATM APPROPRIATION		10,727,560	10,964,411	11,216,592
305	Essex Tech. High School-ATM APPROPRIATION		385,750	315,497	345,000
	Pensions & Benefits (Incl in 900)		2,376,742	2,532,809	2,777,684
	Debt Service (Incl in 700)		183,948	228,032	220,853
	<b>TOTAL PUBLIC EDUCATION</b>		<b>13,674,000</b>	<b>14,040,749</b>	<b>14,560,129</b>
	<b>GRAND TOTAL ARTICLE 5</b>		<b>25,924,534</b>	<b>27,001,293</b>	<b>27,648,037</b>

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the Finance Committee's recommended general operating budget expenses that will be covered by taxes, local receipts, grants, state aid and other sources of revenue.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 5.

## ARTICLE 5A

**To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any and all Town expenses and purposes including, without limiting the foregoing, debt and interest, out-of-state travel, wages and salaries, operation of the Town's Water Enterprise and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. (*Finance Committee*)**

## MOTION

I move that the Town appropriate from Water Enterprise Fund revenues the sum of \$1,670,360 for all items under column 4 of the Table of Estimates under Article 5A on pages 56 and 57 in the Town Meeting Voters Booklet, Water Enterprise for the operation of the Town's Water Enterprise, and provide for a reserve fund if necessary, all for the Fiscal Year beginning on July 1, 2016, through June 30, 2017, inclusive.

# TOWN MEETING VOTERS BOOKLET

ARTICLE 5A: TABLE OF ESTIMATES			
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
WATER ENTERPRISE	FY15 Actuals	FY16 Budget	FinComm Projections
Administration	91,247	91,309	93,077
Direct Labor	477,347	497,820	505,031
Overtime	17,664	17,664	17,664
Fuel, Light and Power	173,609	183,409	183,409
Operating Expense	195,737	194,497	194,497
Reserve Fund	50,000	50,000	50,000
Debt Service	211,307	235,421	221,374
Shared Employees Wages	115,631	67,889	74,147
Shared Employees P&B	36,894	23,445	29,024
Direct Pensions & Benefits	269,806	261,705	253,529
Bldg/Liability Insurance	33,200	43,037	48,607
ARTICLE 5A SUMMARY			
Labor	586,258	606,793	615,772
Energy	173,609	183,409	183,409
Operating Expense	245,737	244,497	244,497
Debt Service	211,307	235,421	221,374
Reimbursement for Services			
Authorized in the General Fund	455,531	396,075	405,307
TOTAL ARTICLE 5A	1,671,645	1,666,195	1,670,360

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the Finance Committee's recommended Water Enterprise operating expenses that will be covered by water fees, betterments and other sources of Water Enterprise revenue.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 5A.

## ARTICLE 5B

To see if the Town will vote to raise and appropriate, or transfer from available funds, sums of money for any and all Town expenses and purposes including, without limiting the foregoing, debt and interest, out-of-state travel, wages and

# TOWN MEETING VOTERS BOOKLET

salaries, operation of the Town's Sewer Enterprise and provide for a reserve fund, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. *(Finance Committee)*

## MOTION

I move that the Town appropriate from Sewer Enterprise Fund revenues the sum of \$1,839,838 for all items under column 4 of the Table of Estimates under Article 5B on pages 57 through 59 in the Town Meeting Voters Booklet, Sewer Enterprise for operation of the Town's Sewer Enterprise, and provide for a reserve fund if necessary, all for the Fiscal Year beginning on July 1, 2016, through June 30, 2017, inclusive.

<b>ARTICLE 5B: TABLE OF ESTIMATES</b>			
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
<b>SEWER ENTERPRISE</b>	<b>FY15 Actuals</b>	<b>FY16 Budget</b>	<b>FinComm Projections</b>
Administration	94,349	94,415	96,245
Direct Labor	455,659	471,156	480,242
Overtime	16,495	16,825	16,825
Fuel, Light and Power	234,684	253,411	253,411
Operating Expense	285,314	246,185	246,185
Reserve Fund	50,000	50,000	50,000
Retained Earnings Deficit Reduction	37,083	-	-
Debt Service	285,685	315,110	310,211
Shared Employees	111,576	92,559	102,148
Pensions & Benefits	251,995	250,917	243,873
Bldg/Liability Insurance	27,700	36,679	40,698
<b>ARTICLE 5B SUMMARY</b>			
<b>Labor</b>	<b>566,503</b>	<b>582,396</b>	<b>593,312</b>
<b>Energy</b>	<b>234,684</b>	<b>253,411</b>	<b>253,411</b>
<b>Operating Expense</b>	<b>335,314</b>	<b>296,185</b>	<b>296,185</b>
<b>Debt Service</b>	<b>298,617</b>	<b>315,110</b>	<b>310,211</b>
<b>Reimbursement for Services Authorized in the General Fund</b>	<b>368,429</b>	<b>380,155</b>	<b>386,719</b>
<b>TOTAL ARTICLE 5B</b>	<b>1,803,547</b>	<b>1,827,257</b>	<b>1,839,838</b>

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the Finance Committee's recommended Sewer Enterprise operating expenses that will be covered by sewer fees, betterments and other sources of Sewer Enterprise revenue.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 5B.

## ARTICLE 5C

**To see if the Town will vote to appropriate and transfer from the FY2017 Estimated Annual Revenue of the Community Preservation Fund the sum of \$27,290 for any and all necessary and proper expenses of the Community Preservation Committee, all for the Fiscal Year beginning on July 1, 2016 through June 30, 2017, inclusive; or act on anything relative thereto. (*Finance Committee*)**

## MOTION

I move that the Town appropriate and transfer from the FY2017 Estimated Annual Revenue of the Community Preservation Fund the sum of \$112,781 for any and all necessary and proper expenses of the Community Preservation Committee, all for the Fiscal Year beginning on July 1, 2016, through June 30, 2017, inclusive.

<b>ARTICLE 5C: TABLE OF ESTIMATES</b>			
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>
<b>COMMUNITY PRESERVATION</b>	<b>FY15 Actuals</b>	<b>FY16 Budget</b>	<b>FinComm Projections</b>
CPA Meeting Support Clerk	-	5,500	5,500
CPA Administrative Expenses	4,624	21,450	21,790
Reimbursement to GF for Debt Service	116,156	114,656	112,781
<b>ARTICLE 5C SUMMARY</b>			
<b>Labor</b>	-	5,500	5,500
<b>Energy</b>	-	-	-
<b>Operating Expense</b>	4,624	21,450	21,790
<b>Debt Service</b>	-	-	-
<b>Reimbursement for Services Authorized in the General Fund</b>	116,156	114,656	112,781
<b>TOTAL ARTICLE 5B</b>	120,780	141,606	140,071

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the Finance Committee's recommended Community Preservation administrative expenses that will be covered by CPA surcharge revenues.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 5C.

## ARTICLE 6

**To see if the Town will vote to appropriate for Capital Outlay Items, such sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office, and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. (*Finance Committee*) (requires 2/3 vote)**

## MOTION

1. I move that the Town appropriate \$518,460 for the items printed on pages 60 and 61 in the Town Meeting Voters Booklet as columns 1, 2, 3, 4, & 5 and to meet this appropriation, \$294,460 shall be transferred from Free Cash, and \$70,000 shall be transferred from the Parking Meter Reserve, and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out these projects and purchases.

2. I move that the Town appropriate \$154,000 for the item printed on pages 60 to 61 in the Town Meeting Voters Booklet as column 4, "Borrowing" and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$154,000 pursuant to Mass General Laws Ch. 44, Sections 7 or 8 or any other enabling authority and issue bonds and notes therefor; and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out these purchases. (*requires 2/3 vote*)

CAPITAL OUTLAY LIST							
Recommended for FY2017 Budget							
General Fund							
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Dept. #	Department	FY2017 Recommended Requests	FY17 Recommended	Free Cash	Borrowing	Parking	Transfer
213	Police	Parking Meter Upgrade	\$ 20,000			\$ 20,000	
222	Fire Dept	Protective Fire Gear and Clothing	\$ 20,000	\$ 20,000			
296	Harbormasters	Piling Replacements	\$ 12,000				\$ 12,000
297	Harbormasters	Replace 2 Boat Motors	\$ 28,000	\$ 28,000			
332	Schools	Bathroom upgrades	\$ 15,000	\$ 15,000			
333	Schools	Replace hallway and athletic lockers	\$ 30,135	\$ 30,135			
334	Schools	Greenhouse Partial Share (total \$50K)	\$ 12,000				\$ 12,000
407	DPW	Replacement F350 One Ton (unit 24)	\$ 55,000	\$ 55,000			
409	DPW	Shared F150 4WD Field Engineering Truck	\$ 12,600	\$ 12,600			
412	DPW	Roadway Improvements	\$ 120,000	\$ 120,000			
413	DPW	Repaving Town Section - MBTA Parking Lot	\$ 50,000			\$ 50,000	
418	DPW	Town Hall Annex Lighting/Efficiency Upgrades	\$ 13,725	\$ 13,725			
406	DPW	Replacement F750 w/sander (unit 23)	\$ 154,000		\$ 154,000		
TOTAL FY17 Recommended Outlay			\$ 542,460	\$ 294,460	\$ 154,000	\$ 70,000	\$ 24,000

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

Article 6 details the Capital Improvement Planning Committee's recommended FY17 capital purchases and projects along with applicable funding sources that have been reviewed and approved by the Board of Selectmen and the Finance Committee.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 6.

## ARTICLE 6A

**To see if the Town will vote to appropriate for Capital Outlay Items for the Water Enterprise, sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. (*Finance Committee*) (*requires 2/3 vote*)**

## MOTION

I move that the Town appropriate \$75,602 for the items printed on pages 61 and 62 of the Town Meeting Voters Booklet shown in column 2 marked "Recommended" under Article 6A – Water Enterprise Fund, and to meet this appropriation, that the sum of \$7,602 as shown in column 3 marked "Free Cash" be transferred from Water Free Cash and the sum of \$68,000 as shown in column 4 marked "Borrowing" and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$68,000 pursuant to Mass General Laws Ch. 44, Sections 7 or 8 or any other enabling authority and issue bonds and notes therefor; and further to authorize the Board of Selectmen and the DPW Commissioners to take any other action necessary or convenient to carry out these projects and purchases. (*requires 2/3 vote*)

CAPITAL OUTLAY LIST					
Recommended for FY2017 Budget					
Water Enterprise Fund					
Column 1		Column 2		Column 3	Column 4
Number	Department	Description	FY17 Recommended	Free Cash	Borrowing
424	Water Enterprise	Shared Replacement of F750 Dump Truck	\$ 68,000	\$ -	\$ 68,000
424	Water Enterprise	Shared Field Engineering Truck	\$ 7,602	\$ 7,602	
TOTAL FY17 Recommended Outlay			\$ 75,602	\$ 7,602	\$ 68,000

# TOWN MEETING VOTERS BOOKLET

## SUMMARY EXPLANATION

This article requests Town Meeting to approve the FY17 Capital Outlay appropriations for the Water Enterprise as recommended by the Finance Committee and the Capital Improvement Planning Committee.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 6A.

## ARTICLE 6B

**To see if the Town will vote to appropriate for Capital Outlay Items for the Sewer Enterprise, sums of money as set forth in the schedule prepared by the Finance Committee, or any other sum or sums, a copy of which schedule is on file in the Town Clerk's Office and which is incorporated herein by reference, and determine whether such sums will be raised by fees, taxation, transferred from available funds, provided by borrowing, or by any combination of the foregoing; or act on anything relative thereto. *(Finance Committee) (requires 2/3 vote)***

## MOTION

I move that the Town appropriate \$217,100 for the items printed on pages 62 and 63 of the Town Meeting Voters Booklet shown in column 2 marked "Recommended" under Article 6B – Sewer Enterprise Fund, and to meet this appropriation that the sum of \$217,100 as shown in column 3 marked "Free Cash" be transferred from Sewer Free Cash and further to authorize the Board of Selectmen and the DPW Commissioners to take any other action necessary or convenient to carry out these projects and purchases.

<b>CAPITAL OUTLAY LIST</b>				
<b>Recommended for FY2017 Budget</b>				
<b>Sewer Enterprise Fund</b>				
		<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<b>Number</b>	<b>Department</b>	<b>Description</b>	<b>FY17 Recommended</b>	<b>Free Cash</b>
425	Sewer Enterprise	Water Meter Modules & Body Replacements	\$ 50,000	\$ 50,000
426	Sewer Enterprise	Replacement F350 Truck with Plow Accessories	\$ 36,000	\$ 36,000
427	Sewer Enterprise	Shared Replacement F750 Dump Truck	\$ 68,500	\$ 68,500
	Sewer Enterprise	Wastewater Facility Master Account	\$ 50,000	\$ 50,000
425	SewerEnterprise	Shared Field Engineering Truck	\$ 12,600	\$ 12,600
<b>TOTAL FY17 Recommended Outlay</b>			<b>\$ 217,100</b>	<b>\$ 217,100</b>

## SUMMARY EXPLANATION

This article requests Town Meeting approve the FY17 Capital Outlay appropriations for the Sewer Enterprise as recommended by the Finance Committee and the Capital Improvement Planning Committee.

# TOWN MEETING VOTERS BOOKLET

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article 6B.

## ARTICLE A

**To see if the Town will vote to expend a sum of money allocated to the Town under the provisions of Section 34(2)(a) of M.G.L. Ch. 90 or otherwise, so-called “Chapter 90 monies”; or act on anything relative thereto. *(Department of Public Works)***

## MOTION

I move that the Town expend the sum of \$192,023 or such other sum as is made available to the Town under the provisions of Mass General Laws Ch. 90.

## SUMMARY EXPLANATION

This article requests authorization to accept and expend the funds received from the state for maintenance and improvements to the Town’s roads and other applicable public works projects.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article A.

## ARTICLE B

**To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$4,000 or any other sum, for Action, Inc.; or act on anything relative thereto. *(Board of Selectmen)***

## MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$4,000 to be expended under the direction of the Board of Selectmen to fund a grant to Action, Inc., 180 Main Street, Gloucester, MA.

## SUMMARY EXPLANATION

This article funds a grant to Action for benefit support services, housing assistance and safety net services for Rockport residents.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article B.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE C

**To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$3,000 or any other sum, for Healing Abuse Working for Change (HAWC); or act on anything relative thereto. (*Board of Selectmen*)**

## MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$3,000 to be expended under the direction of the Board of Selectmen to fund a grant to HAWC, 27 Congress Street, Salem, MA.

## SUMMARY EXPLANATION

This article funds a grant to HAWC for operation funds for legal advice, safety planning and access to a 24-hour hotline for Rockport residents.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article C.

## ARTICLE D

**To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$3,100 or any other sum, for SeniorCare, Inc.; or act on anything relative thereto. (*Board of Selectmen*)**

## MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$3,100 to be expended under the direction of the Board of Selectmen to fund a grant to SeniorCare, Inc., 5 Blackburn Center, Gloucester, MA.

## SUMMARY EXPLANATION

This article funds a grant to SeniorCare for safety net programs, in-home and elder care services for Rockport residents.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article D.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE E

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**To see if the Town will vote to raise and appropriate or appropriate and transfer from Free Cash the sum of \$5,000 or any other sum, for The Open Door; or act on anything relative thereto. (*Board of Selectmen*)**

### MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$5,000 to be expended under the direction of the Board of Selectmen to fund a grant to The Open Door, 28 Emerson Avenue, Gloucester, MA.

### SUMMARY EXPLANATION

This article funds a grant to The Open Door to help defray costs of operating and providing food pantry services for Rockport residents.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article E.

## ARTICLE F

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**To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash the sum of \$30,000 to pay for state mandated real and personal property revaluations; or act on anything relative thereto. (*Board of Assessors*)**

### MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$30,000 to a Property Valuations Fund for the purposes of Article F as printed in the warrant and on page 65 of the Town Meeting Voters Booklet.

### SUMMARY EXPLANATION

This article requests Town Meeting to approve \$30,000 for the Assessors' mandated property revaluations. It is a standard annual article intended to set money aside systematically, because revaluations occur on a 3-year and a 10-year schedule, and the actual cost varies widely from year to year.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article F.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE G

**To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash a sum of money to the Capital Reserve Stabilization fund to pay for future capital expenditures; or act on anything relative thereto. (Board of Selectmen)**  
*(requires 2/3 vote)*

### MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$100,000 to the Capital Reserve Stabilization Fund for the purposes of Article G as printed in the warrant.  
*(requires 2/3 vote)*

### SUMMARY EXPLANATION

Article G asks Town Meeting to deposit a portion of the certified free cash into the Capital Reserve Fund to help pay for major capital purchases and projects that are unable to be covered from annual appropriations of free cash or transfers between accounts.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article G.

## ARTICLE H

**To see if the Town will vote to raise and appropriate or appropriate by transfer from Free Cash a sum of money to the Other Post-Employment Benefits (OPEB) Trust Fund created under Article N of the April 3, 2010 Annual Town Meeting to cover future benefit obligations to retired employees; or act on anything relative thereto. (Board of Selectmen)**

### MOTION

I move that the Town appropriate and transfer from Free Cash the sum of \$100,000 to the Other Post Employment Benefits Trust Fund for the purposes of Article H as printed in the warrant.

### SUMMARY EXPLANATION

This article asks Town Meeting to place \$100,000 (or some other amount stated at Town Meeting) into the OPEB Trust Fund to decrease the Town's liability of unfunded health insurance premiums for retirees.

### RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article H.

# TOWN MEETING VOTERS BOOKLET

## ARTICLE I

**To see if the Town will vote to reauthorize pursuant to the provisions of General Laws, Chapter 44, Section 53E½ the Community House revolving fund as voted in Article H of the September 8, 2014 Town Meeting to which receipts received in connection with use of the Community House shall be deposited and may be expended by the Director of Public Works for Community House building maintenance purposes, said sum not to exceed a certain amount in FY2017; or act on anything relative thereto. (*Department of Public Works*)**

## MOTION

I move to reauthorize the Community House revolving fund in accordance with Mass General Laws Chapter 44, Section 53E½ and approve Article I as printed in the Warrant and as shown on page 67 of the Town Meeting Voters Booklet; and further to set the maximum expenditure for such fund for FY2017 at \$14,000.

## SUMMARY EXPLANATION

It is required by Massachusetts General Law that all revolving accounts established under Chapter 44, Section 53E½ must be reauthorized by Town Meeting annually including a maximum expenditure limit.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article I.

## ARTICLE J

**To see if the Town will vote to appropriate and transfer from the Grit Pumps and Detritter Mechanisms Replacements account the sum of \$100,000 to a Wastewater Plant Master account for the purpose of making repairs to the Wastewater Plant facility; or act on anything relative thereto. (*Department of Public Works*)**

## MOTION

No motion.

## ARTICLE K

**To see if the Town will vote to raise and appropriate, transfer, or borrow a sum of money to design, construct, and equip a new DPW Facility at 2 DPW Way off Upper Main Street, including the payment of costs incidental or related thereto, and if funds are borrowed for such purposes, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum under General Laws Chapter 44, Section 7 or any other enabling authority; provided, however, that if**

# TOWN MEETING VOTERS BOOKLET

**borrowing is authorized, the appropriation authorized under this article shall be contingent upon voters' approval of a so-called Proposition 2½ debt exclusion, as provided in G.L. Chapter 59, Section 21C(k); or act on anything relative thereto. (DPW Commissioners) (requires 2/3 vote if borrowing)**

## MOTION

I move that the Town appropriate the sum of \$8,830,000 to design, construct, and equip a new DPW Facility at 2 DPW Way off Upper Main Street, including the payment of costs incidental or related thereto, which funds shall be expended at the direction of the Selectmen, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount pursuant to Mass General Laws, Chapter 44, Section 7(3), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any borrowing pursuant to this vote shall be contingent upon the voters' approval of a so-called Proposition 2½ debt exclusion, as provided in M.G.L. Chapter 59, Section 21C(k). *(requires 2/3 vote)*

## SUMMARY EXPLANATION

This article asks Town Meeting to support the design and construction of a new DPW facility and by further posing the question to voters on a ballot as well as to approve paying for the project by borrowing the needed funds outside the limits of Proposition 2½.

## RECOMMENDATIONS

The Board of Selectmen and Finance Committee recommend approval of Article K.

The Department of Public Works asks for the Town's approval and submits the following report:

# TOWN MEETING VOTERS BOOKLET

## Town of Rockport, Department of Public Works

### *Proposed* Department of Public Works Facility Project

Our existing Department of Public Works Facility has exceeded its useful life and needs to be replaced. In the late 1990's, the Town recognized the need to replace the existing facility. Since that time, several studies have been completed and each verified a new facility is needed. In 2007, the Town hired a consultant specializing in the design of DPW facilities. The consultant, working closely with the Town, has developed a proposal for a new facility, which meets the needs of the town for many years to come.

#### ***What does the DPW do?***

Maintenance and repair of all public roads.

Drainage system maintenance and repair.

Maintenance of the water distribution and sanitary sewer collections systems.

Emergency response for snow removal, wind storm damage, water breaks, road hazards, flooding, and post-accident road cleanup.

Town tree maintenance and removal.

Maintenance of the multi-million dollar fleet of DPW vehicles and equipment.

Maintenance and management of town plans and records and overseeing town projects.

Support of other town departments and town wide events.

Maintenance of all town parks, beaches, and other town properties including cemeteries.

#### ***Why does Rockport need a new facility?***

Existing facility built in the 1950's with minimal upgrades since that time.

Current facility is outdated and inefficient for today's needs.

Sizes of vehicles and equipment have increased significantly between 1950 and today.

The maintenance area is inadequate and unsafe.

Building lacks proper ventilation, heating, and drainage.

Building lacks proper employee facilities such as locker, shower, and toilet facilities.

Inadequate space for vehicle and equipment storage resulting in a diminished equipment life.



*Existing DPW Facility*



*Winter water main repair*



*Maintaining beaches and town property*



*Existing storage is inefficient and unsafe*

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## ***What are the benefits of moving to a new facility?***

Improved efficiency of all DPW services, including response times to emergencies.

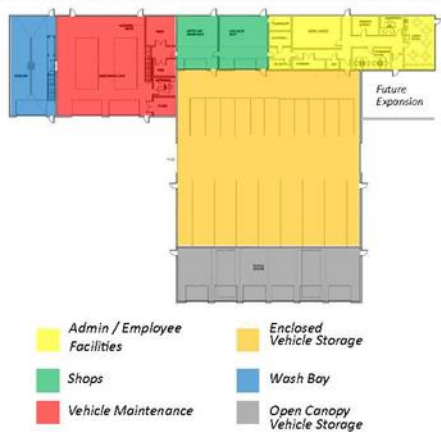
Improved safety and universally accessible for staff with a code compliant, ADA accessible, and OSHA compliant building.

Safer roads for the public with faster response times during storms.

Extended vehicle and equipment life from indoor storage requiring less costly maintenance.

A fully ADA compliant site with proper drainage and pollutant control.

Elimination of investment in repairs to an existing sub-standard DPW Facility.



*Overall floor plan - not to scale*



*Overall site plan - not to scale*

## ***What is proposed?***

The current DPW building was constructed in the 1950's. Since then, only minimal improvements have been made to the building, yet the DPW's responsibilities have increased significantly.

In the 1990's, the Town recognized the need to upgrade the existing facility.

In 2004, the Town completed an initial feasibility study to replace the existing DPW facility. In 2007, the Town hired Weston & Sampson, a firm with experience on more than 100 public works facility improvement projects in New England, to prepare a new updated feasibility study for a new Public Works Facility. This report confirmed the town's initial findings from the 1990's and again in 2004 that the existing facility was in need of replacement. Furthermore, the report identified the deficiencies with the existing facility and the negative impacts to the operations resulting from the unsuitable conditions at the substandard existing facility.

The findings of the feasibility study have been reviewed and updated by the Town and Weston & Sampson over the past nine (9) years culminating in the recommendations outlined in this document.

The additional cost to the average single family home is \$136 per year, (\$11.33 per month), on average for a 30 year borrowing period at 4.5%. To help control costs, the DPW will be self-performing a portion of site development work for the project.

The Town feels this proposed facility meets the current and future needs of the DPW and will lead to more efficient operations resulting in better service to the Town.

We invite you to contact the DPW for more information regarding this project at 978-546-3525.

# TOWN MEETING VOTERS BOOKLET

## **ARTICLE L**

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**To see if Town Meeting supports changing the Rockport Parking Ban from no on street overnight parking between November 15<sup>th</sup> and April 1<sup>st</sup> to no on street overnight parking during snow emergencies and subsequent cleanup; or act on anything relative thereto. *(by Petition)***

### MOTION

I move that Town Meeting support changing the Rockport Parking Ban from no on street overnight parking between November 15<sup>th</sup> and April 1<sup>st</sup> to no on street overnight parking during snow emergencies and subsequent cleanup. *(by Petition)*

### SUMMARY EXPLANATION

This Article is a citizens' petition to ask Town Meeting to advise the Board of Selectmen to consider changing the winter parking ban currently in place.

### RECOMMENDATIONS

This Board of Selectmen does not recommend this Article.

## **ARTICLE M**

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**To see if the Town will vote to renew its authorization of the Board of Selectmen in compliance to Sections 1 and 2 of Chapter 7C, Tax Title Land, of the Town of Rockport Code of By-Laws, to sell or otherwise dispose of said tax title properties on such terms and conditions as it deems appropriate and to execute such documents and take such other action as may be needed to effectuate the purposes of this vote; said properties being identified as follows:**

- **Address of 59 High Street as shown on Assessors Map 18, Lot 26**
- **Address of 8 Marmion Way as shown on Assessors Map 26, Lot 109;**

**or act on anything relative thereto. *(Board of Selectmen)***

### MOTION

I move that the Town renew its authorization of the Board of Selectmen in compliance to Sections 1 and 2 of Chapter 7C, Tax Title Land, of the Town of Rockport Code of By-Laws, to sell or otherwise dispose of the two tax title properties as listed on pages 71 and 72 in the Town Meeting Voters Booklet on such terms and conditions as it deems appropriate and to execute such documents and take such other action as may be needed to effectuate the purposes of this vote.

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## SUMMARY EXPLANATION

In Chapter 7, “Finances and Fiscal Procedures”, in the Town of Rockport Code of By-Laws, C. “Tax Title Land”, it states that the Selectmen are empowered to sell Town Property acquired for non-payment of taxes meeting certain criteria if Town Meeting authorizes the sale of real estate which authorization remains in effect for one year from the authorizing vote. Since the Town Meeting authorizing vote occurred at last April’s Annual Town Meeting, the staff has not had the available time required to perform the detailed bidding and selling processes during the past year, it is necessary to extend the time to complete the process. However, the sale of the property at 8 Marmion Way may be accomplished in weeks after this Town Meeting.

## RECOMMENDATIONS

The Board of Selectmen supports this article.

## ARTICLE N

**To see if Town Meeting will vote to amend the Town of Rockport Code of By-Laws CHAPTER 2. TOWN MEETINGS, Section 2. Time of Meetings, Paragraph b. by replacing the word “Monday” in the last sentence with the word “Saturday”; or act on anything relative thereto. *(By Petition)***

## MOTION

I move that the Town vote to amend the Town of Rockport Code of By-Laws CHAPTER 2. TOWN MEETINGS, Section 2. Time of Meetings, Paragraph b. by replacing the word “Monday” in the last sentence with the word “Saturday” as printed in the Warrant as Article N and as shown on page 72 of the Town Meeting Voters Booklet.

## SUMMARY EXPLANATION

This article requests the Town Meeting change the Fall Town Meeting from a Monday evening to a Saturday daytime.

## RECOMMENDATIONS

The Board of Selectmen wish to hear a report from the Government and By-Law Committee before taking a position on this Article.

# TOWN MEETING VOTERS BOOKLET

## **ARTICLE O**

To see if the Town will amend the Zoning By-Law to allow large scale ground-mounted solar photovoltaic installations, by inserting the following in the By-Laws as Section IX:

### **"LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATIONS**

#### **A. PURPOSE**

The purpose of this section is to promote the creation of new large-scale ground-mounted solar photovoltaic installations ("LSGMSPVI") (250 kW or greater) by establishing standards for the placement, design, construction, operation, monitoring, modification, repair, and removal of such installations to ensure public safety, minimize impacts on scenic, natural and historic resources, and provide adequate financial assurance for the eventual decommissioning of such installations.

The provisions set forth in this section shall apply to the placement, design, construction, operation, monitoring, modification and/or repair and removal of large-scale ground-mounted solar photovoltaic installations.

#### **B. APPLICABILITY**

This section applies to the initial construction of LSGMSPVIs and to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

Smaller scale building mounted solar or photovoltaic installations which are accessory to a lawful principal use on the same lot are not otherwise subject to the requirement of this section, but must comply with the other provisions of the Zoning By-Law as applicable.

#### **C. DEFINITIONS**

**Large-Scale Ground-Mounted Solar Photovoltaic Installation (LSGMSPVI):** A solar photovoltaic system that is structurally mounted on the ground, not roof-mounted, and has a minimum nameplate capacity of 250 kW DC.

**On-Site Solar Photovoltaic Installation:** A solar photovoltaic installation that is constructed at a location where other uses of the underlying property occur.

**Rated Nameplate Capacity:** The maximum rated output of Direct Current (DC) electric power production of the photovoltaic system.

**Site Plan Review:** Review by the Planning Board to determine conformance with the Zoning By-Law, as provided in Section X of the By-Law.

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## **D. GENERAL REQUIREMENTS FOR ALL LARGE SCALE GROUND MOUNTED SOLAR PHOTOVOLTAIC INSTALLATIONS**

The following requirements are common to all LSGMSPVIs to be sited in designated locations.

### **a. Compliance with Laws, Ordinances and Regulations**

The construction and operation of all LSGMSPVIs shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, environmental, Wetlands Protection Act, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the state Building Code.

### **b. Building Permit and Building Inspection**

No LSGMSPVI shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

### **c. Fees**

The application for a building permit for a LSGMSPVI must be accompanied by the fee required for a building permit.

### **d. Site Plan Review**

Any LSGMSPVI shall undergo site plan review by the Planning Board prior to construction, installation or modification as provided in this section. LSGMSPVIs shall be constructed, installed, used and modified in conformity with a site plan approved by the Planning Board in accordance with Section X Site Plan Review of the Zoning By-Law and the further requirements set forth herein. The Planning Board shall review and act upon the site plan review of an LSGMSPVI within 90 days of its receipt of an application determined to be complete. The requirements set forth herein shall be applied coincident with and in addition to those requirements set forth in Section X. The requirements of this section shall take precedence in the event of a direct conflict.

#### **(i) General**

All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts.

#### **(ii) Required Documents**

Pursuant to the site plan review process, the project proponent shall provide the following documents:

##### **(a) A site plan showing:**

- i. Property lines and physical features, including roads, for the project site;**

# TOWN MEETING VOTERS BOOKLET

- ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation and structures;
  - iii. Blueprints or drawings of the solar photovoltaic installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures;
  - iv. One or three line electrical diagrams detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and over current devices;
  - v. Documentation of the major system components to be used, including the PV panels, mounting systems, and inverters;
  - vi. Name, address, and contact information for proposed system installer;
  - vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
  - viii. Name, contact information and signature of any agents representing the project proponent; and,
  - ix. A description of how land clearing and construction shall be performed in accordance with the appropriate sections of the Zoning By-Law governing storm water discharge, land disturbance, provisions for handling toxic or hazardous materials, and post-construction storm water runoff.
- (b) Documentation of actual or prospective access and control of the project site (see Section D.e);
- (c) An operation and maintenance plan (see Section D.f);
- (d) Zoning district designation for the parcel of land comprising the project site (submission of a copy of a zoning map with the parcel identified is suitable for this purpose);
- (e) Proof of liability insurance written by companies licensed to provide such insurance in Massachusetts and with coverage limits at commercially acceptable levels;
- (f) Description of financial surety that satisfies Section D.m.ii. The project proponents shall submit a fully inclusive estimate of the costs associated with removal of the proposed facility prepared by a licensed engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.
- (g) A public outreach plan, including a project development timeline, which indicates how the project proponent will meet the required site plan review notification procedures and otherwise inform abutters and the community.

The Planning Board may require additional information, data or evidence as it deems necessary pursuant to the Site Plan Review process, or may waive documentation requirements as it deems appropriate.

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## **(iii) Professional Review**

The Planning Board may engage, at the applicant's expense, professional and technical consultants, including legal counsel, to assist the Planning Board with its review of the application in accordance with the requirements of Section 53G of Chapter 44 of the Massachusetts General Laws. The Planning Board may direct the applicant to deposit funds with the Planning Board at the time the application is accepted, and to add additional funds as needed upon notice. Failure to comply with this section shall be grounds for denying the application. Upon approval of the application, any excess amount in the account attributable to that project, including any accrued interest, shall be repaid to the applicant.

## **e. Site Control**

The project proponent shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed LSGMSPVI.

## **f. Operation & Maintenance Plan**

The project proponent shall submit a plan for the operation and maintenance of the LSGMSPVI, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

## **g. Utility Notification**

No LSGMSPVI shall be constructed until evidence has been given to the Building Inspector that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

## **h. Dimension and Density Requirements**

### **(i) Setbacks**

An LSGMSPVI shall be set back from property lines consistent with the applicable regulations for the underlying zoning district, with the exception of necessary interconnections with utility transmission or distribution facilities.

### **(ii) Appurtenant or Accessory Structures**

All appurtenant or accessory structures to a LSGMSPVI shall be subject to the requirements of the Zoning By-Law concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other, and shall be landscaped and screened from view by vegetation, located underground, or behind berms, and/or clustered to minimize visual impacts.

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## **i. Design Standards**

### **(i) Lighting**

Lighting of LSGMSPVIs shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the LSGMSPVI shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

### **(ii) Signage**

Signs on LSGMSPVIs shall comply with requirements of all applicable sign regulations and shall be limited to:

- (a)** Those necessary to identify the owner, provide a 24 hour emergency contact phone number, and warn of any danger.
- (b)** Educational signs providing information about the LSGMSPVI and the benefits of renewable energy. LSGMSPVIs shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar photovoltaic installation.

### **(iii) Utility Connections**

Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the LSGMSPVI underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

### **(iv) Screening**

A buffer or green strip planted with live shrubs or trees, predominantly evergreen, shall if feasible be maintained between the perimeter of the LSGMSPVI and any abutting property line or street unless the existing natural growth is adequate to provide an equivalent buffer. Such a buffer shall be designed so as not to create a hazard upon entrance or exit from the facility. The Planning Board may vary or waive this requirement consistent with minimizing negative effects on abutting property.

## **j. Safety and Environmental Standards**

### **(i) Emergency Services**

The LSGMSPVI owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Fire Department. Upon request the owner and/or operator shall cooperate with Town emergency services in developing an emergency response plan, which may include ensuring that emergency personnel have 24 hour access to the facility. All means of shutting down the LSGMSPVI shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the LSGMSPVI.

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## **(ii) Land Clearing**

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the LSGMSPVI or otherwise prescribed by applicable laws, regulations, and bylaws.

Significant tree cutting is strongly discouraged. Should tree cutting be required the applicant should offset the loss of trees by planting an equivalent number of trees of similar species of (size and caliper) on-site or on an area specified by the Planning Board.

## **(iii) Drainage and Groundwater Protection**

A LSGMSPVI shall comply with any drainage and groundwater requirements set forth in the Zoning By-Law, which requirements shall be imposed and conditioned as appropriate through the Site Plan Review process.

## **k. Monitoring and Maintenance**

### **(i) Solar Photovoltaic Installation Conditions**

The LSGMSPVI owner and/or operator shall maintain the facility in good and safe working condition, and shall schedule inspection by a competent professional at least once every twelve (12) months or more often, pursuant to industry standards and practices. The results of the inspection and any resulting repair work shall be submitted to the Planning Board and the Building Inspector within thirty (30) days of receipt by the owner and/or operator. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the Fire Department and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the LSGMSPVI and any access road(s), unless accepted as a public way.

### **(ii) Modifications**

All material modifications to a LSGMSPVI, after issuance of the required building permit, shall require further Site Plan Review by the Planning Board.

### **(iii) Contact**

The owner and/or operator of a LSGMSPVI shall identify a responsible person for emergency purposes and public inquiry and shall at all times throughout the life of the of the installation maintain current contact information (name, address, telephone number and e-mail address) for such person(s) on file with the Building Inspector, the Fire Department, and the Planning Board.

## **l. Insurance**

Prior to commencing operation, the owner or operator of a LSGMSPVI shall provide the Town Clerk with a certificate of insurance showing that the property has a minimum of one million dollars (\$1,000,000) in liability coverage by occurrence in the aggregate or five million dollars (\$5,000,000) general liability insurance, and

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that the Town is an additional named insured thereon. Such certificate shall be supplied on an annual basis to the Town upon the renewal of said insurance policy.

**m. Discontinuance or Decommissioning**

**(i) Removal Requirements**

Any LSGMSPVI or substantial part thereof not in operation for a period of one hundred eighty (180) continuous days or more without written permission from the Planning Board or that has reached the end of its useful life shall be considered discontinued and shall be removed. Upon written request from the Building Inspector, addressed to the contact address provided and maintained by the owner and/or operator as required above, the owner/and or operator shall provide evidence to the Building Inspector demonstrating continued use of a LSGMSPVI. Failure to provide evidence within thirty (30) days of such written request shall be conclusive evidence that the installation has been discontinued. The owner and/or of the installation shall notify the Planning Board and Building Inspector by certified mail of the proposed date of discontinued operations and plans for removal.

The owner or operator shall physically remove the installation no more than 150 days after the notification date of discontinued operations. Decommissioning shall consist of:

(a) Removal from the site of the LSGMSPVI in its entirety, including all associated structures, equipment, security barriers and transmission/distribution lines.

(b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations

(c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner and/or operator to leave landscaping or designated below grade foundations in order to minimize erosion and disruption to vegetation.

(d) Reinstatement of gravel or ground cover consistent with the surrounding landscape.

(e) Removal of all above ground foundations and supports to a depth of one foot below existing grade.

If the owner and/or operator of the LSGMSPVI fails to remove the installation in accordance with the requirements of this section, the Town shall have the right, to the extent it is otherwise duly authorized by law, to enter the property and remove the installation at the expense of the owner and/or operator of the installation and the owners of the site on which the facility is located.

**(ii) Financial Surety**

The owner of a LSGMSPVI approved in accordance with this By-Law shall provide to the Town, acting through the Planning Board, a form of surety to cover the cost of

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removal in the event the Town must remove the LSGMSPVI and remediate the landscape. Such surety shall be in an amount and form determined to be reasonable by the Planning Board, which may be an escrow account, bond, or otherwise, and shall be provided prior to construction. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation. Such surety shall remain in force for so long as the project is in existence, and the owner shall annually provide the Planning Board and Building Inspector with proof that the surety continues in effect. Lapse of surety shall be a violation of this By-Law and the Town may take appropriate enforcement action. Surety will not be required for municipal or state owned facilities.

## **E. ESTABLISHMENT OF LSGMSPVI OVERLAY DISTRICT**

The LSGMSPVI Overlay District is hereby established. The boundaries of the LSGMSPVI Overlay District are shown on a map entitled "LSGMSPVI Overlay District," which is hereby incorporated in the Town Zoning Map. The LSGMSPVI Overlay District shall be considered superimposed on the other districts depicted on the Town Zoning Map. LSGMSPVIs are allowed as of right in the LSGMSPVI Overlay District. The provisions and requirements of the underlying zoning districts remain in effect, in all other respects.

## **F. SEVERABILITY**

If any provision of this Section is invalidated, such invalidation shall not invalidate any other provision."

and by renumbering all subsequent Sections of the Zoning By-Laws and modifying all references elsewhere throughout the Zoning By-Laws to reflect the Section number changes; or act on anything relative thereto. (*Planning Board*)

; or act on anything relative thereto. (*Board of Selectmen*)

## MOTION

I move that the Town vote to amend the Zoning By-Law to allow large scale ground-mounted solar photovoltaic installations as printed in the Warrant as Article O and as shown on pages 73 through 81 of the Town Meeting Voters Booklet. (*requires 2/3 vote*)

## SUMMARY EXPLANATION

The purpose of this By-Law is allow the Town of Rockport to meet the criteria the Commonwealth has set forth in its guide to become a Certified Green Community in Massachusetts. The Town needs to provide a location for a solar photovoltaic installation. The Green Community Task Force has looked at all locations owned by the Town and

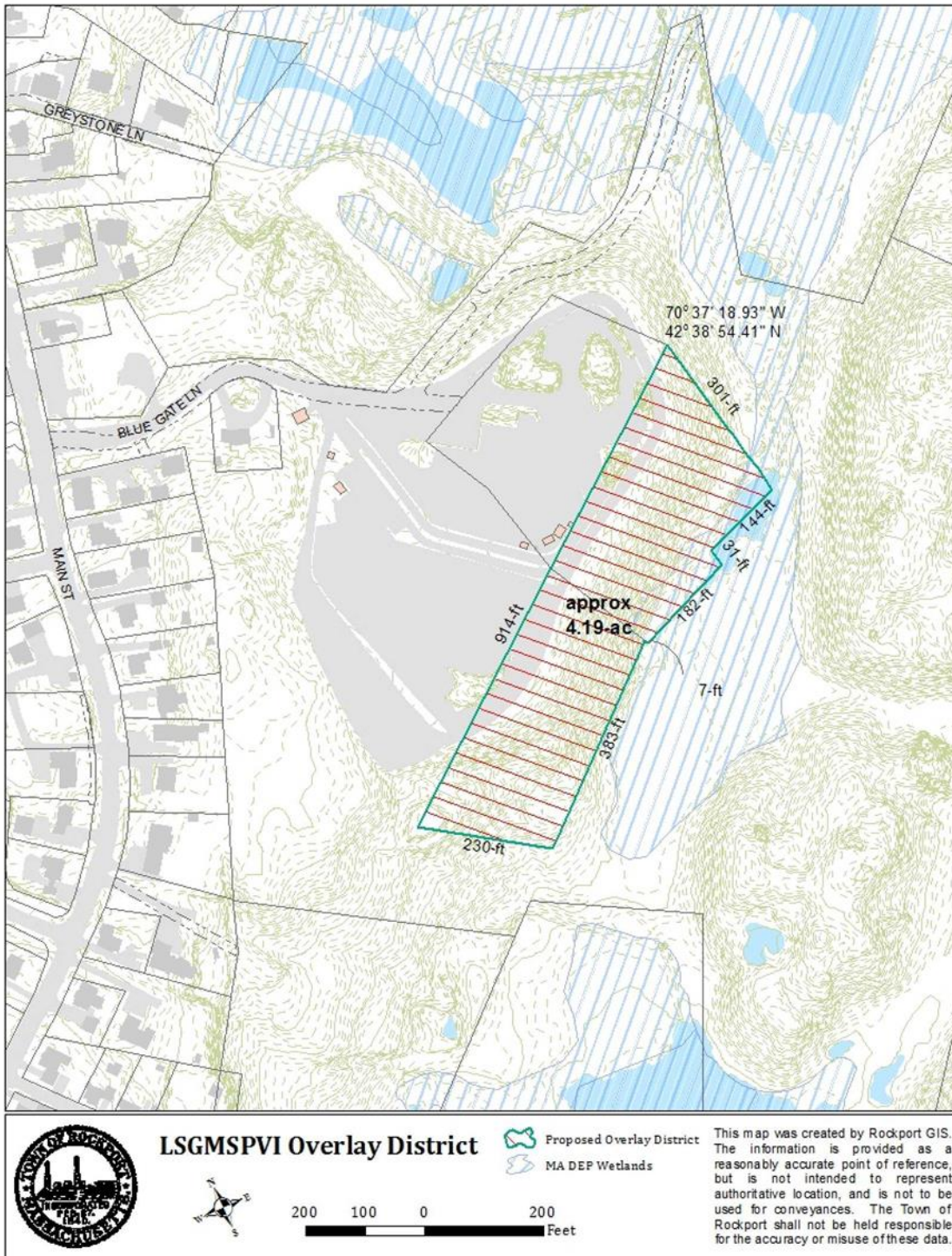
# TOWN MEETING VOTERS BOOKLET

determined the Transfer Station provides the space required which is approximately one acre for a 250KW solar farm. This Zoning By-Law amendment allows this to happen.

## RECOMMENDATIONS

The Board of Selectmen supports this article.

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## **ARTICLE P**

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**To see if the Town will hear, receive and act upon the report of the Ad Hoc Committee on Town Water Supply appointed pursuant to the vote of the 1980 Annual Town Meeting under Warrant Article 16 and extended by votes of successive Annual Town Meetings through and including the 2015 Annual Town Meeting under Warrant Article S, and extend the term of the Committee; or act on anything relative thereto. (Moderator)**

### MOTION

I move that the Town hear, receive and act upon the report of the Ad Hoc Committee on Town Water Supply appointed pursuant to vote of the 1980 Annual Town Meeting under Warrant Article 16 and extended by votes of successive Annual Town Meetings through and including the 2015 Annual Town Meeting under Warrant Article T, and extend the term of the Committee.

### SUMMARY EXPLANATION

This article allows the Town to receive and act upon the report of the Committee and extends its term.

### RECOMMENDATIONS

The Board of Selectmen supports this article.

## **ARTICLE Q**

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**To see if the Town will vote to accept the reports of its officers, boards, departments, committees and commissions, as printed in the 2015 Annual Town Report or as otherwise submitted to Town Meeting; or act on anything relative thereto. (Moderator)**

### MOTION

I move that the Town accepts the reports of its officers, boards, departments, committees and commissions, as printed in the 2015 Annual Town Report or as otherwise submitted to Town Meeting.

### SUMMARY EXPLANATION

This article asks Town Meeting to accept the annual reports written in the Annual Town Report book rather than requiring these reports to be given directly to the voters at this Town Meeting.

### RECOMMENDATIONS

The Board of Selectmen supports this article.